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**Financial Management**

**DEFENSE JOINT MILITARY PAY  
SYSTEM (DJMS) RESERVE  
COMPONENT (DJMS-RC)**

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This manual implements DoDI 7770.02, *Uniformed Services Pay File*. This manual prescribes procedures on processing pay and allowances for members of the Air Reserve component of the United States Air Force. This Air Force Manual (AFMAN) applies to all Air Reserve Component organizations, including Air Force Reserve (AFR), Air National Guard (ANG), and Reserve Officers Training Corps (ROTC). This manual applies to all Reserve Component (RC) Payroll Offices and any other accounting and finance offices which support ANG and AFR for military pay payments and funds accountability. This AFMAN may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through major command (MAJCOM) functional managers. Route the AF IMT 847 from the local Reserve Component Payroll Office or host Financial Management Flight (FMF) through major command (MAJCOM) functions managers to Assistant Secretary of the Air Force for Financial Management, Air Force Finance and Accounting Office-Finance (SAF/FMFC). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (**T-0, T-1, T-2, T-3**) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records

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### ***SUMMARY OF CHANGES***

This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication and work in the discipline of financial management and military pay. This document has been substantially revised and is to be completely reviewed. Change in office name from Financial Services Office (FSO) to Financial Management Flight (FMF). Change in SAF/FMFC name from AFAFO to AFAFO-F. Updated procedures to account for system changes, Defense Finance and Accounting Service (DFAS) procedures and updates to governing laws and higher publications. Changed retention of pay affecting documents from 6 years 3 months to 10 years for audit purposes.

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## Chapter 1

### INTRODUCTION

#### *Section 1A— Introduction.*

**1.1. Introduction.** This manual provides procedures for Reserve Component (RC) Payroll Offices and Financial Management Flight (FMF) in the Air National Guard (ANG), Air Force Reserves (AFR), and Air Force Reserve Officer Training Corp (ROTC) payroll office input into the Defense Joint Military Pay System - Reserve Component (DJMS-RC). For Regular Air Force (RegAF) or Active Guard Reserve (AGR) member payroll processing, refer to AFMAN 65-116, Volume 1, *Defense Joint Military Pay System - Active Component (DJMS-AC) Procedures*, which provides guidance and procedures for RC Payroll Office FMF on how to input transaction into DJMS-AC.

#### *Section 1B— Roles and Responsibilities.*

**1.2. The Deputy Assistant Secretary for Financial Operations (SAF/FMF).** Serves as the Air Force focal point for all matters relating to the operation of financial systems in support of the processing of pay and entitlements for Air Force Reserve component personnel in accordance with “*HAF Mission Directive 1-12*”.

**1.3. Air Force Accounting and Finance Office (AFAFO-F) (SAF/FMFSI).** Serves as the Air Force focal point for all matters relating to policy and procedures supporting the processing of pay and entitlements for Air Force Reserve component personnel.

**1.4. Headquarters Air Force Reserve Command (AFRC).** Serves as the Air Force Reserve focal point for all matters relating to command policy and procedures supporting the processing of pay and entitlements for Air Force Reserve personnel.

**1.5. Headquarters Air National Guard (ANG).** Serves as the Air National Guard focal point for all matters relating to command policy and procedures supporting the processing of pay and entitlements for Air National Guard personnel.

**1.6. Wing Commander.** Fully supports Comptroller and Financial Management Flight through ensuring coordination between staff agencies for accurate and timely flow of documents to the servicing finance office.

**1.7. Squadron/Unit Commander.** Commander or other individual on G-Series Orders with command responsibility for the member. In addition to their command responsibilities, they are responsible for authorizing certain financial entitlements for the members under their command. Those responsibilities include, but are not limited to:

1.7.1. Authorizing or certifying the number of unit essential meals missed (**T-1**).

1.7.2. Annually verifying the Basic Allowance for Subsistence (BAS) entitlements of enlisted members who are not under blanket authority to mess separately or are below pay grade E-5 (**T-1**).

1.7.3. Approving requests for advance of pay and allowances (**T-0**).

1.7.4. Verifying members continued entitlement to special duty pays and incentive pays (T-1).

1.7.5. Verifying that members were subject to hostile fire or were present in an area designated as a tax exclusion area (T-0).

1.7.6. Preparing reinstatement letters for members whose with-dependent rate Basic Allowance for Housing (BAH) entitlement has been stopped because the recertification statements were returned to the FMF after the established due date. The commander must certify, when appropriate, that failure to recertify timely was for reasons beyond the members control (see Joint Travel Regulations, Chapter 10). In these cases, the member's higher rate of BAH is restarted, effective the day after the stop date (T-1).

**1.8. Comptroller.** Fully supports Financial Management Flight through ensuring coordination between Wing Commander and staff agencies for all military pay related items.

**1.9. Geographically Separated Unit (GSU).** A GSU submits substantiating documents on an AF Form 1373, *MPO Document Control Log - Transmittal*, and send to the reserve component payroll office to update member's pay accounts when such documents affect pay and allowances, leave, and other data in the Master Military Pay Account (MMPA) (T-1).

**1.10. Certifying Official.** Certifying officials provide certified substantiating documents to the servicing FMF. All payments and deductions on behalf of the United States government need to have written evidence of pay entitlement, performance of duty, or amount due the United States government (T-0). The signature of the certifying official attests to the correctness of statements, facts, accounts, and amounts on vouchers or other documents supporting pay and allowances.

**1.11. Departmental Accountable Officials.** Personnel who provide data, services, or information upon which a certifying officer relies upon to certify a pay-affecting document are considered departmental accountable officials (DAOs).

**1.12. Finance technician.** Inputs pay affecting document per established policy and procedures into DJMS-RC to update a member's MMPA (T-0). Clears any rejected transactions from daily update reports (T-1).

**1.13. Member.** Provides the responsible office with all the information and documents necessary and or required to support pay-affecting recertification and updates or changes related to the member or the member's dependents.

**1.14. Other Government Agencies.** Advise DFAS of debts due the United States by an Air Force member (for example, Internal Revenue Service (IRS) for tax levy). DFAS updates the MMPA. Contact DFAS Garnishments via <http://www.dfas.mil/garnishment.html> for questions concerning debts from other government agencies.

### *Section 1C— Overview.*

**1.15. Establishment of RC Payroll Office.** The commander of a unit servicing members of the ANG in a pay status may request to establish or change an RC Payroll Office account.

1.15.1. Official request letter should contain:

1.15.1.1. Organization designation

1.15.1.2. Mailing address

1.15.1.3. Effective date

1.15.1.4. Justification for action requested

1.15.2. Official request is sent to Deputy Assistant Secretary of the Air Force for Financial Operations (SAF/FMF), 1160 Air Force Pentagon, 5D739, Washington DC 20330. If approved, SAF/FMFC will coordinate with DFAS-IN/JFLM to establish or change the requested account (**T-1**).

**1.16. Conversion of codes.** State or Pay Group and Mobilization Augmentee (ST-PGMA), Personnel Accounting Symbol (PAS), and Program Element Code (PEC) Change(s). DFAS-IN has the capability to mass-convert ANG state codes and AFR pay group/mobilization augmentee codes, PAS, and PEC for all members of a unit.

1.16.1. To use the mass-convert procedure, 100 percent of members in the unit need to be changing. If not, separate transaction identification numbers (TIN) A09s (see **Table 2.13**) are input for each member being changed.

1.16.2. PAS code changes are only made on the Code 2 and Code 3 payroll updates.

1.16.3. PAS Code Change Requests. Contact DFAS-IN/JFLM to verify that the PEC is on DJMS-RC tables. Create a Case Management System (CMS) case and send as “Other-Issue DOES NOT Affect Pay”, and reference DFAS/JFLM as the Point of Contact.

1.16.3.1. If the PEC is on the DJMS-RC table, but not on the Military Personnel Flight (MPF) table, create a CMS case and send to DFAS-IN/JFLM and send as “Other-Issue DOES NOT Affect Pay”, and reference DFAS/JFLM as the Point of Contact, request the PEC be added to the MPF table. Provide the following information in the case:

1.16.3.1.1. Old complete PAS

1.16.3.1.2. Old PEC

1.16.3.1.3. Old ST CODE (for ANG) or old PG-MA (for AFR)

1.16.3.1.4. New complete PAS

1.16.3.1.5. New complete PEC

1.16.3.1.6. New ST CODE or new PG-MA (Air Force Reserve)

1.16.3.1.7. Effective date

1.16.3.2. If the PEC rejects as not valid, contact National Guard Bureau/Financial Management Field Services (NGB/FMFF) or AFRC/FMF. The responsible office will provide written notification to DFAS-IN/JFLM of the PEC change, including all necessary descriptions, etc., to establish the new PEC (**T-1**).

1.16.3.3. **Table 26, PAS Code, Update.** In addition to providing the information requested in paragraph 1.4.1., provide DFAS-IN/JFLM the Servicing input station identifier, Travel Accounting and Disbursing Symbol Number (ADSN) and zip code of the Servicing Input Service Indicator for each PAS code change, update, or deletion requested by AFRC/FMF or ANG/FMF. DFAS-IN/JFLM, coordinates the change to DJMS Table 26.

### 1.17. Scope of DJMS-RC.

1.17.1. DJMS-RC provides computed payment of pay and allowances to members of the reserve component for training performed and active duty support of military personnel appropriation tours. This includes:

1.17.1.1. Uniform allowance for officers.

1.17.1.2. Disability payments for members who become incapacitated while performing inactive duty or active duty. See [Chapter 25](#), Incapacitation Pay.

1.17.1.3. Payments to members in the high performance incentive program and ROTC for items such as subsistence, stipend, books, miscellaneous fees and training. See [Chapter 34](#), Special Programs for details.

1.17.2. DJMS-RC does not make payments for the following:

1.17.2.1. AGR personnel paid using DJMS– Active Component (DJMS-AC)

1.17.2.2. Active duty performed by officers and Airmen as identified in [Chapter 24](#), Payments by DJMS-AC.

1.17.3. DFAS maintains accounting records and provides accounting and financial management reports for the ANG appropriation (3850), AFR appropriation (3700), and the Active Duty military personnel appropriation (3500). In addition, DFAS maintains records, prepares reports, and pays tax withholdings (Federal Insurance Contributions Act (FICA), federal income tax and state income tax). See [Chapter 30](#), Withholding of Income Tax.

1.17.4. Non-DFAS accounting:

1.17.4.1. Temporary duty (TDY) and permanent change of station (PCS) travel funds. TDYs are processed through either the Reserve Travel System or the Defense Travel System. PCS is processed through Reserve Travel System.

1.17.4.2. Subsistence, books, and training payments (as applicable) for Health Professions Scholarship Program and ROTC members. (Health Professional Scholarship Program stipends and the required 45-day annual training are paid through DJMS-RC. This program is centrally managed by Air Reserve Personnel Center (ARPC).)

1.17.4.2.1. Health Professions Scholarship Program. The payroll office for Health Professional Scholarship Program students is the Reserve Payroll Office located at ARPC, Denver, CO. ARPC/RIO is the servicing payroll office for all Individual Mobilization Augmentees.

1.17.4.2.2. The Denver, CO ARPC payroll office inputs DJMS-RC transactions not available in the AFR data collection system.

**1.18. Interface with DJMS-RC.** DJMS-RC is interfaced with:

1.18.1. Military Personnel Data System (MilPDS).

1.18.2. Point Credit Accounting and Reporting System (PCARS).

1.18.3. Joint Base San Antonio Trainee Initial Pay System. See [Chapter 10](#), Non-Prior Service Basic Training.

- 1.18.4. Defense Retiree Annuitant Pay System (DRAS). See [Chapter 35](#), Waiver of Compensation or Benefits.
- 1.18.5. Defense Manpower Data Center (DMDC). See [Chapter 35](#), Waiver of Compensation or Benefits.
- 1.18.6. Internal Revenue Service and Social Security Administration. See [Chapter 30](#), Withholding of Income Tax.
- 1.18.7. Case Management System (CMS). Some DJMS rejects generate cases automatically in CMS.
- 1.18.7.1. All central site required actions are submitted via CMS, to the appropriate CMS box, with appropriate supporting documentation attached.
  - 1.18.7.2. If the action is required for multiple personnel, contact ANG/FM or AFRC/FM, as appropriate for coordination with appropriate central site office.
  - 1.18.7.3. The FMF should not request update or status requests prior to five days after receipt by current case holder. If the case remains unsettled at any office other than at Defense Finance and Accounting Service (DFAS) level follow up can be accomplished at the five day mark. For DFAS the follow up should not take place prior to the 20th day. These procedures apply for all routine CMS military pay adjustments.
  - 1.18.7.4. Any transaction involving financial hardship, commander or Inspector General interest, or non-routine transactions should be so identified within the CMS case.
  - 1.18.7.5. Cases that are not worked within established guidelines are directed to ANG/FM or AFRC/FM, as appropriate for resolution.
- 1.18.8. myPay: Members may make changes to their pay records via myPay, which interfaces with DJMS to update member's pay records.

### **1.19. Certifying Official Liability.**

- 1.19.1. Certifying officials are considered Departmental Accountable Officials per DOD 7000.14-R, *Department of Defense Financial Management Regulation (DoDFMR)* Volume 5, chapter 5, paragraph 050701C, Departmental Accountable Officials are not subject to the presumption of negligence, but may be held pecuniary liable under Title 10 United States Code, subsection 2773a(c) for illegal, improper or incorrect payments resulting from information, data, or services they negligently provide to certifying officers; and upon which the certifying officers relied to certify payment vouchers. Any pecuniary liability of Departmental Accountable Officials for losses to the United States resulting from illegal, improper, or incorrect payments may be either individual or joint and several with that of other officers or employees of the U.S. or members of the uniformed services who are also pecuniary liable for those losses.
- 1.19.2. Appointment of Certifying Officials.
- 1.19.2.1. DJMS-RC certifying officials are appointed with DD Form 577, *Appointment/Termination Record – Authorized Signature* (Refer to DOD 7000.14-R, Volume 5, Chapter 33). Certifying officials ensure transactions are prepared by qualified personnel, computed correctly, and paid correctly.

1.19.2.2. Departmental Accountable Officials that certify attendance for ANG and AFR activities (e.g. AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour* (see AFI 65-109, *Preparation of the Air Force Form 938*), AF Form 40a, *Record of Individual Inactive Duty Training*, etc.) are appointed using a DD Form 577. The DD Form 577 is maintained at the individual units and reserve component payroll office if forwarded for service. In addition they provide reliable information, data or services to certifying officers.

1.19.2.3. Unit Certifying Officials. The commander or their designee certify substantiating documents on an AF Form 1373 and send to the reserve component payroll office to update member's pay accounts, except for attendance reports (T-1).

1.19.2.4. Preparer or Requestor of a source document. Is not the certifier or approver of the document and does not require an appointment letter or DD Form 577.

1.19.3. Change in Unit Certifying Officials. A change in the commander does not require a change in certifying official. If the new commander desires a change in certifying official, the commander prepares a new DD Form 577, as applicable.

1.19.4. Departmental Accountable Officials log. Reference the log to verify who has authorizations to certify pay documentation. A military pay copy is maintained at the customer service area to verify pay documents against the log.

## **1.20. Privacy Act Statement of 1974.**

1.20.1. Each personal information request from an individual is supported by a Privacy Act Statement.

1.20.2. Payroll offices will comply with request for personal information and must include a Privacy Act statement (T-0). The statement includes:

1.20.2.1. The citation and title of the law or Executive Order that authorizes the program that the system supports and the DoD (or lower) level standard publication which covers the system.

1.20.2.2. The principal purposes for which the information is to be used.

1.20.2.3. The routine uses to be made of the information, to include what disclosures, if any, are made outside of DoD.

1.20.2.4. Whether furnishing the information is mandatory or voluntary.

1.20.2.5. The effects on the individual, if any, of not providing all or any part of the information.

## **1.21. RC Payroll Web Defense Military Pay Office (DMO).**

1.21.1. Input transaction. Input transactions daily and review supporting documentation for proper annotation and Departmental Accountable Officials signatures.

1.21.2. Audit transaction. Audit 100 percent of all input transactions for each cycle using the WebDMO audit function. Verify documentation supports the TIN and transmit files daily.

1.21.3. Backlog transaction. Auditor will assign rejects and management notices referenced in Chapter 5 of this publication, “Rejects and Management Notices” (T-1).

1.21.4. Quality Assurance Review. Sample WebDMO transactions against supporting documentation as referenced in AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*.

## Chapter 2

### ESTABLISH/MAINTAIN A DJMS-RC MASTER MILITARY PAY ACCOUNT

**2.1. Purpose.** Basic guidance and procedures necessary to establish, maintain, and close a Master Military Pay Account (MMPA) for a member of the ANG or AFR in DJMS-RC.

**2.2. Required TINs.**

- 2.2.1. TIN AA1 – Generated from Personnel
- 2.2.2. TIN A06 – Establish an MMPA
- 2.2.3. TIN A07 – Check Mailing address (street address)
- 2.2.4. TIN A08 – Check Mailing address (city, state and zip code)
- 2.2.5. TIN A09 - Changes to PEC, PAS code, and PGMA
- 2.2.6. TIN A10 – Additional Address Info/Foreign Country Name/Long address, requiring extra lines to include full address.
- 2.2.7. TIN A14 – Officer with over 4 years enlisted active duty service (O1E – O3E).
- 2.2.8. TIN A15 – Basic Allowance for Housing (BAH) entitlement change
- 2.2.9. TIN A17 – Federal Income Tax Withheld (FITW)/State Income Tax Withheld (SITW) income tax withholding change
- 2.2.10. TIN A18 – Direct Deposit
- 2.2.11. TIN A21 – Reserve, Retired Pay, or Veterans Affairs Benefits waiver reporting/change is necessary if a member waives receipt of retired pay, reserve pay, and/or Veterans Affairs Benefits.
- 2.2.12. TIN A81 – Establish or Change Expiration Term of Service Date

**2.3. Documents required.** Members should provide the following documentation during in-processing. Supporting documentation required is dependent on type of accession.

**2.3.1. Accessions:**

- 2.3.1.1. DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*
- 2.3.1.2. DD Form 2058, *State of Legal Residence Certificate*
- 2.3.1.3. FMS Form 2231, *Fast Start Direct Deposit* or SF 1199A, *Direct Deposit Sign up Form*
- 2.3.1.4. Internal Revenue Service Form W-4, *Employee's Withholding Allowance Certificate*
- 2.3.1.5. AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters or Dependency Redetermination*
- 2.3.1.6. AF Form 1745, *Address Change Form*
- 2.3.1.7. State tax withholding form applicable to your state



2.3.1.8. Marriage certificate, divorce decree showing child custody, child(ren) birth certificates, etc. (Recruiters packet has this documentation if not provided)

2.3.1.9. SGLV Form 8286, *Servicemembers' Group Life Insurance (SGLI) Election and Certificate*

2.3.2. Prior Service/Transfers/Re-establish/Officers Prior Enlisted DJMS-RC record:

2.3.2.1. DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

2.3.2.2. DD Form 214, *Certificate of Release or Discharge from Active Duty*

2.3.2.3. AF IMT 1962, *Election of Reserve Pay and Allowance or Benefits from Prior Military Service* (when applicable)

2.3.2.4. All documentation listed under Accessions

2.3.2.5. Officers Appointment Order

2.3.2.6. MilPDS Single Unit Retrieval Format (SURF)

2.3.3. Direct Commission Member:

2.3.3.1. Officers Appointment Order

2.3.3.2. MilPDS SURF

2.3.3.3. All documentation listed under Accessions

2.3.4. Reenlistments/Extensions:

2.3.4.1. DD Form 4

2.3.4.2. AF Form 1411, *Extension or Cancellation of Extension*

## **2.4. Establish MMPA.**

2.4.1. Military Personnel Flight.

2.4.1.1. Day one (1). The MPF processes the new gain transaction via MilPDS. This process is required in order to establish member's military pay account. The new gain transaction translates into a TIN AA1. This transaction establishes the first "G" of 3 gain-counters necessary to fully establish MMPA. This establishes the member's Non Prior Service (NPS) Indicator, rank, and enlistment date. Reference [Table 2.1](#)

2.4.1.2. Day two (2). The MPF processes the new gain transaction via MilPDS to establish the Date of Separation and address of the member. The Date of Separation transaction translates into TIN A81 and the address transaction translates into the TIN A07/08 which establishes the third "G" on the member's MMPA. Reference [Table 2.5](#), [Table 2.8](#) and [Table 2.9](#)

2.4.1.2.1. If the TIN A81 does not post to DJMS-RC, request MPF correct the transaction in MilPDS and/or submit a CMS case to DFAS to update the MMPA.

2.4.1.3. Day three (3). The MPF processes transactions via MilPDS to establish the member's PAS and PEC codes. These transactions translate into a TIN A09. Reference [Table 2.12](#)

2.4.1.4. All transactions posted by MPF that reject or did not process into DJMS-RC require MPF action for correction or submission of a CMS case. Reference Chapter 5, “Rejects and Management Notices.”

#### 2.4.2. Service Member.

2.4.2.1. In-Processes with the Reserve Component Pay Office following enlistment. Provides completed supporting documentation at time of enlistment under [paragraph 2.3](#) to the Reserve Component Pay Office.

#### 2.4.3. Reserve Component Payroll Office will:

2.4.3.1. Ensure member in-processes with the Reserve Pay Office in order to establish the pay record with the additional transactions required for completion **(T-1)**. Reference [Figure 2.1 Note](#): No items are to be removed from checklist, however, items may be added to meet unit needs.

2.4.3.2. Military Pay Technician will process the checklist transactions within five (5) workdays from date of notification for Management Notice Error Description message, “Gain Processed – Review for completeness and Accuracy” **(T-1)**.

2.4.3.3. Unit Training Assembly (UTA) Authorized. A UTA is a four-hour period of time for which an ANG or AFR performs duty and receives pay equivalent to one day's pay of active duty. DD Form 4 provides determination for prior service (PS) or Non-Prior Service (NPS) member. An adjustment TIN A09N or 020 can be processed after the member is gained to adjust UTA periods authorized, otherwise enter zeros. Reference [Figures 2.10, 2.11, and 2.12](#)

2.4.3.3.1. BAH II Status. Utilize AF Form 594 and documentation (marriage certificate, divorce decree showing child custody, child(ren) birth certificates, etc.). Leave this field blank if the Site identifier is S6, S7, S9 or Z1.

2.4.3.3.2. BAH II Type. Utilize AF Form 594 and documentation (marriage certificate, divorce decree showing child custody, child(ren) birth certificates, etc.). Select from the drop down the dependent type based on the AF Form 594 and documents that support dependency status.

2.4.3.3.3. Date of Birth of Primary Dependent. AF Form 594, divorce decree, child(ren) birth certificates. Leave this blank if BAH II Type does not include child. If the BAH II type is Child, Noncustodial Child Support, Student or Member married to member with a dependent child, enter the dependent child's date of birth in YYMMDD format.

2.4.3.3.4. Cumulative Sea Duty Days. DD Form 214 provides sea duty days, if not, leave blank. RENUMBER SECTIONS

#### 2.4.3.4. AFR Only.

2.4.3.4.1. An additional TIN A05 is necessary to establish the student master file for Health Professions Scholarship Program, Financial Assistance Program, dual status reservists and ROTC participants.

2.4.3.4.2. This transaction can only be processed by the ARPC.

## 2.5. Maintain MMPA.

### 2.5.1. Address changes.

2.5.1.1. A member can submit an AF Form 1745, *Address Change Form*, with a domestic address change. A TIN A10 is submitted at any time to change the information line. The DJMS address is for mailing purposes and member can submit changes via myPay and virtual MPF.

2.5.1.2. A new TIN A07 and TIN A08 need to be processed with the TIN A10. Changing the address type to a domestic address type can also delete the TIN A10 record. **NOTE:** The address maintained in MilPDS overrides the address maintained in DJMS-RC when MilPDS refreshes.

## 2.6. Erroneous Social Security Number.

2.6.1. When a member is completely gained with an erroneous Social Security Number (SSN), notify the servicing MPF to process a SSN change. Do not resubmit gain transactions under the new SSN.

2.6.2. SSN Change. A TIN 102 is used to change or correct a member's SSN. The transaction affects the member's MMPA, student master accounts, and pay history files. The transaction does not process until the first daily run after the TIN 102 is processed.

2.6.2.1. Any new transactions are input using the new/corrected SSN. Any adjustments to payments made under the old/erroneous SSN are input using the new/corrected SSN.

2.6.2.2. When MilPDS has the correct SSN and DJMS-RC is incorrect, the MPF will submit a CMS case to DJMS-RC to update the correct SSN (T-1).

2.6.2.3. System generated remark. When a TIN 102 is processed, DJMS-RC generates a Leave and Earning Statement (LES) remark, 'SSN CHANGED TO 999999999'.

## 2.7. Member Name Correction/Change.

2.7.1. A TIN 104 is processed to correct name changes or errors. The transaction corrects member's master military pay, student master accounts and pay history files. Name changes can only be processed via MilPDS, or by DFAS Central Site via a CMS case.

2.7.2. NAME LES SYSTEM GENERATED REMARK. When a TIN 104 is processed, DJMS-RC generates the LES remark, 'NAME CHANGED TO XXXXXXXXXXXXXXXXXXXXXXXX' (New Name). Reserve Component Pay Office can see this message on the "ALL" transaction listing.

## 2.8. Pay Record Accessibility Flag (A06P).

2.8.1. This flag is an indicator that a member's pay record needs to be audited in accordance with the Pay Record Accessibility audit requirements. Transactions processed against these members can be found on report UH022-0619 in Report Web.

2.8.2. Add the flag after a MMPA is established by processing a TIN A06 with a "P".

2.8.3. Delete the flag from the MMPA by processing a short TIN A06 with an "S" (for space).

**2.9. Non-Prior Service Indicator.** A TIN A06N identifies a member who has not attended or completed Initial Active Duty Training (IADT).

2.9.1. The MMPA is gained with a code “6” to indicate member is authorized to perform 36 UTA pay periods prior to IADT. A code “Y” indicates the member is authorized to perform UTAs prior to IADT for points only. A “blank” space (no code input) indicates a member has completed IADT and is eligible to perform any type of duty as authorized for pay and/or points.

2.9.2. Process a TIN A09 with either code “6”, “Y”, or “blank” to change the indicator as required.

2.9.3. **ANG only.** Due to system limitations, the initial A06 can only be processed with 36 UTA periods. In order to increase the periods to 48, process:

2.9.3.1. Day one (1). Process a TIN A09N, select S – Remove code “Y” and code “6” from MMPA.

2.9.3.2. Day one (1). Process a TIN 020 to change UTA periods authorized.

2.9.3.3. Day two (2). Process a TIN A09N, select “6” to add the NPS indicator back on to member’s MMPA.

2.9.4. When the member does not attend Basic Military Training (BMT) by their anniversary date, the MMPA updates to 36 UTA periods.

2.9.5. When the day two TIN A09N is not processed to re-establish the NPS indicator, the TIN A24 rejects when member goes to BMT.

**2.10. Pay Status.** (Page 2 of the MMPA).

2.10.1. Code A - Normal: A member is gained in a “normal” pay status, which means the pay record is ready to accept transactions to pay inactive duty training and tours of active duty.

2.10.2. Code B – Absent Without Leave (AWOL): The pay status a member is put in when AWOL. This code status is processed using a TIN A24B. At the end of the specified period of AWOL, the pay record Code B does not automatically revert back to a Code A. A new TIN A24 is processed to return the member from an AWOL status.

**2.11. All other Pay Status Codes.**

2.11.1. When establishing recurring payments for tours 30 days or more, processing a TIN A24 produces different pay status codes depending on the type of duty performed.

2.11.2. The MMPA record automatically reverts back to “normal” (Code A) after the member has received the final paycheck based on the on tour end date.

2.11.3. A member in a Health scholarship Program, Financial Assistance Program, or Air Force ROTC pay status reverts to “X” (stipend or subsistence) when an active duty tour is complete. (See [Chapter 34](#), Special Programs)

**2.12. MMPA Record Loss due to Separation, Retirement, or Transfer from DJMS-RC.**

2.12.1. When a TIN 900 or TIN A24K is processed, a RC service member is no longer paid by DJMS-RC and the MMPA is placed in an inactive status. Page 1 of member’s MMPA reflects “LL” loss indicators, including AGR status.

2.12.2. When a member separates or retires from military service, or transfers from the Air Reserve Forces, the MPF processes a separation date in MilPDS. After confirmation from ARPC, the MMPA reverts to a TIN 900 in DJMS-RC.

2.12.3. TIN 900 is only accepted if the site identifier in the transaction and member's MMPA match. When the TIN 900 rejects, MPF submits a CMS case to DJMS-RC.

2.12.4. ANG Reserve Component Pay Office processes a TIN A24K to member's DJMS-RC record when member converts to AGR status. AGR orders support the adjustment.

2.12.4.1. Member's MMPA Page 1 reflects the "LL" lost indicators. MMPA page 6 Pay Status has a "K" and the AGR start and end dates.

2.12.4.2. AFR Only: AFR will submit a CMS case requesting a TIN 900 be processed to convert a member to AGR status (T-1). Attach AGR order to CMS.

2.12.5. ANG Reserve Component Payroll Offices may continue to process any pay transactions against these "LL" records as long as the dates of performance are on or before the date of separation. All MilPDS updates generate against the ANG member's DJMS-RC MMPA.

**2.13. Separated MMPAs.** MMPAs are purged automatically from DJMS-RC when date of separation is one year or older. This purge occurs on the first daily update after the end of calendar year close-out. Pay transactions continue to process until pay account is dropped from DJMS-RC as long as dates of performance are on or before date of separation.

2.13.1. When the member is an AGR and the active duty stop date on page 6 of the MMPA is more than a year old, the record is purged. Process new TIN A24K to prevent the record from being purged.

2.13.2. Pay transactions continue to process against an account until the MMPA is dropped from the system, as long as the dates of performance are on or before Date of Separation.

2.13.3. Servicing payroll offices submit CMS cases to central site for manual payments, collections, or reestablishment of pay accounts after pay account is dropped from DJMS-RC

**2.14. Reactivated MMPAs.**

2.14.1. MPF Actions.

2.14.1.1. The MPF processes a TIN AA1 in MilPDS. If the effective date is greater than the MMPA separation and assignment dates, the MMPA automatically is reactivated if the MMPA is still on the DJMS-RC system.

2.14.1.2. A master file is generated along with a management notice requiring the Reserve Component Payroll Office to review the MMPA for accuracy.

2.14.2. Reserve Component Payroll Office Actions.

2.14.2.1. When MPF has not processed a gain transaction and the MMPA has not been dropped from the system, the Reserve Component Payroll Office may reactivate the member's MMPA using the TIN A09 transaction. Supporting documentation is the DD Form 4.

2.14.2.2. Review the MMPA to verify entitlement and deduction data, with particular emphasis on date of gain, grade, and direct deposit account information, before processing any duty for payment (T-1).

2.14.2.3. Once the record is reactivated, TINs A06, A07, A08, and A10 need to be processed to complete the MMPA. Also submit TIN A38 to re-establish the original date of gain. To re-establish a service member's Electronic Funds Transfer option, input an A18 transaction. This code does not update the Pay Status Code on the MMPA; it updates the Active Duty Code in the MMPA and the Pay Status remains an 'A'.

2.14.2.4. When the record has been dropped and MilPDS transactions have not successfully reactivated the record, MPF sends a CMS case to Central Site requesting the MMPA be reestablished. An enlistment/officer order and a copy of the SURF needs to be attached to the CMS case.

## **2.15. AGR Status.**

2.15.1. If the member terminates an AGR tour prior to original end date, the Reserve Component Payroll Office first processes a TIN A24K to adjust the tour end date on page 6 of the MMPA.

2.15.2. After the TIN A24K has been updated on the MMPA, follow instructions in [paragraph 2.4](#) above to re-establish the Reserve Component MMPA.

**2.16. Health Professions Scholarship Program, Financial Assistance Program, and Specialized Training Assistance Program Participants.** (AFR Only) To reactivate a member of the Health Professions Scholarship Program, Financial Assistance Program, and Specialized Training Assistance Program the ARPC needs to process a TIN A05 to change the graduation date.

## **2.17. Correcting an Erroneous Separation.**

2.17.1. When a member is separated in error (e.g., ANG separated member who has re-enlisted into the AFR) it may be corrected by processing the following transactions using the DD Form 4 as supporting documentation:

2.17.1.1. Submit a TIN A09 with an effective date 1 day after the Date of Separation. This transaction reopens the account. The loss indicators on the MMPA are dropped as well as the second and third gain indicators. The date of gain changes to the TIN A09 effective date.

2.17.1.2. Submit TINs A06, A07, A08 and A10 to re-establish the second and third gain indicators. Submit TIN A38 to re-establish the original date of gain. Submit other required transactions to bring the account up to date.

## **2.18. Individual Changes to PEC/PAS/ST-PGMA.**

2.18.1. The Reserve Component Payroll Office submits a TIN A09 (see [Table 2.13](#)) for individual changes to PEC, PAS, or ST-PGMA Code.

2.18.2. The TIN A09 is not to be used to 'change' PEC /PAS/ST-PGMA for Health Professions Scholarship Program, Financial Assistance Program, Specialized Training Assistance Program, and Air Force ROTC participants in a non-dual status. Use the TIN A05 to change PEC/PAS/ST-PGMA; this transaction is processed by ARPC/FM only.

2.18.3. See [paragraph 1.4](#) for mass conversion of PAS, PEC and ST-PGMA changes.

## **2.19. Reassignments and Transfers for members changing from one Reserve Component payroll office to another.**

2.19.1. The TIN A09 transaction is not to be used to ‘transfer’ Health Professions Scholarship Program, Financial Assistance Program, Specialized Training Assistance Program, and Air Force ROTC participants in a non-dual status. Use the TIN A05 the transaction to change programs; this is processed by ARPC Reserve Component only.

2.19.2. Losing Activity. The Reserve Component Payroll Office submits all transactions affecting payment for duty performed prior to the effective date of the transfer.

2.19.3. Gaining Activity.

2.19.3.1. The gaining Reserve Component Payroll Office processes any transactions required as a result of the transfer. If the information does not flow from the personnel input, process a TIN A09 to change the member’s PEC, PAS, or ST-PGMA.

2.19.3.2. AFR Only. When an ANG member transfers to the AFR, the payroll office processes a TIN A09 to reactivate the MMPA. On the next update, process a TINs A06, A07, A08 and A18.

2.19.3.3. ANG member transfers from one state to another or from the AFR to the ANG and member desires State Sponsored Life Insurance. (See [paragraph 31.5.3](#) and [Table 31.2](#))

**2.20. Correction of Records.** The member prepares and submits a DD Form 149, *Application for Correction of Military Record*, in accordance with AFI 36-2603, *Air Force Board for Correction of Military Records*. The member may obtain assistance and documents from the Reserve Component Payroll Office and/or MPF.

**2.21. Reenlistments/Extensions.** MPF will process member’s reenlistment or extension via MilPDS, supporting documentation is the member’s DD Form 4 or AF Form 1411 (**T-1**). The transaction flows to DJMS-RC as a TIN A81 and can be verified by reviewing WebDMO’s Processed Transaction Lines.

## **2.22. Reconciliation of Expiration Term of Service Listing.**

2.22.1. Monthly, the day following Code 3, Reserve Component Pay Office, Supervisor or Lead extracts from WebDMO Queries Unit Commanders Financial Report. This report contains different column cells that can assist in other areas. For this report, we are reviewing the column “Expiration Term of Service”.

2.22.2. Save the report to spreadsheet and filter using MMM-YY for the next month of members with an expiring Expiration Term of Service. **Note:** Filter the Expiration Term of Service for more than one month.

2.22.3. The Reserve Component Pay Office and the MPF should use this report as a tool to ensure members are not incorrectly separated due to administrative oversight. Use the DD Form 4 as a source to reconcile separation dates.

2.22.4. Annotate action taken on each line by adding a column to the spreadsheet. When the report is complete, save as PDF, and add both the MilPay Supervisor and the MPF reviewer signature blocks and date to the report. Maintain in accordance with the AFRIMS Table and Rule for Reconciliation Listings from the period all Expiration Term of Service dates are verified in DJMS-RC (T-0).

**Figure 2.1. Inprocessing Checklist for Reserve Component Members.**

Chapter 2 reference	Supporting Documentation	Yes	No	N/A	Processing TIN
<b>MINIMUM IN-PROCESSING REQUIREMENTS</b>					
	Does Reserve Component Pay Office receive, in advance, a listing of future arrivals?				N/A
2.4.2.	Did Reserve Component Pay Office receive a complete accession package from service member upon completion of enlistment? If no, contact Force Support Squadron Employment Office/Recruiters to schedule in-processing directly afterwards to ensure packets receives are complete.				N/A
2.4.3.4.1.5. 2.4.3.4.1.14 .	DD Form 4 Member receives a copy during enlistment (Review TIN AA1 and A81 to ensure information was processed correctly)				A06
	(PRA Indicator) FM personnel and FM personnel with family member(s) in the United States Air Force (including AD, AFR, and ANG).				
2.4.3.6.	FMS Form 2231 or SF 1199A (SF1199A requires completion by the members Financial Institution prior to input)				A18
2.4.3.4.1.1.	TD Form W-4				A17
2.4.3.4.1.2	WH Form 4				A26
2.4.3.4.1.2.	DD Form 2058				
2.4.3.4.1.6., 2.4.3.7.	AF Form 594				A15
2.4.3.4.1.7.	Other items that may be applicable based on AF Form 594: copy of Marriage license, dependents birth certificate, divorce decree, Secondary (non-primary) dependents documentation				
2.4.3.4.2.1.	AF Form 1745				A07 and A08
2.4.3.4.1.9., 2.4.3.4.1.12 .	SGLV Form 8286				A27



<b>IN ADDITION TO THE ABOVE, <u>PRIOR SERVICE</u>, <u>TRANSFERS</u>, AND <u>PRIOR SERVICE OFFICERS</u> NEED TO PROVIDE THE FOLLOWING DOCUMENTATION:</b>					
2.4.3.4.1.4.	DD Form 214				
2.4.3.4.1.11	Review leave sold balance(s) and process TIN A06 accordingly				
.					
2.4.3.4.1.13					
.					
2.4.3.4.3.2.	AF Form 1962, Review with member, if applicable				A06 or A21
	Validate the DJMS-RC TINs A07 and A08				A10
2.4.3.4.1.11	(If applicable) MilPDS SURF. Process for Officers with more 4 years enlisted service				A06 or A14
.					
In addition to all of the above documentation, DIRECT COMMISSIONING OFFICERS need to provide the following:					
	Appointment Orders				
2.4.1.	Ensure Force Support Squadron (FSS) input transactions posted				N/A
2.4.3.	Reserve Component Pay Office Input Transactions Posted				N/A

**Table 2.1. AA1-Permanent Duty Station (PDS) Gain for DJMS-RC Processed Transaction Lines Review.**

Description
Full Name
Pay date
Officer service date
Aviation service date
Non-prior service indicator (Y, 6, or space)

**Table 2.2. PDS Common Data Fields - TINs 102, 104, 105, 106, 113, 114, 115, 900.**

Description
Needs to be space or bracket ({}).
1. Space equals DFAS-IN input.
2. Bracket ({} equals PDS input.

**Table 2.3. Common data requirements of DJMS-RC Processed TINs 102, 104, 105, 113, 114, 115, and 900.**

TIN	Transaction Title	Data Description
102	Social Security Number	New Social Security Number
102	Social Security Number	Filler
104	Name	New Name
104	Name	Filler
105	Disputed Data Indicator	Privacy Act Indicator. This indicates that the member does not want anyone looking at his/her MMPA.
106	Pay Date	New Pay Date
106	Pay Date	Filler
113	Grade Change	Enter New Grade
113	Grade Change	Effective Date of Grade (PDS input only)
114	Officer Service Date	New Officer Service Date
114	Officer Service Date	Filler
115	Aviation Service Date	New Aviation Service Date
115	Aviation Service Date	Filler
900	Loss/Separation	

**Table 2.4. TIN 900 – Separation Transaction for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
DATE OF SEPARATION	Effective date of separation. Needs to be a valid date.

**Table 2.5. TIN A81 – Expiration Term of Service for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
EXPIRATION TERM OF SERVICE DATE	Enter Expiration Term of Service Date in YYMMDD

**Table 2.6. TIN A38 – Date of Gain Change for DJMS-RC Processed Transaction Line.**

Description
Date of gain

**Table 2.7. TIN A06 – Establishing a MMPA for DJMC Reserve Component Processed Transaction Line.**

Data Element Name	Explanation
FITW MARITAL STATUS	<p>As stated on TD Form W-4</p> <ol style="list-style-type: none"> <li>1. S - Single</li> <li>2. M - Married</li> </ol> <p>Enter "S" if the member has not filed a TD Form W-4.</p>
NUMBER FITW EXEMPTIONS	<ol style="list-style-type: none"> <li>1. Enter the number of exemptions claimed as stated on TD Form W-4, not to exceed 79</li> <li>2. Enter "80" for members who claim exempt status</li> <li>3. Enter "00" if the member elects additional withholding. (see NUMBER FITW OPTIONS field,)</li> <li>4. Enter "01" in the absence of a TD Form W-4</li> </ol>
NUMBER FITW OPTIONS	<ol style="list-style-type: none"> <li>1. Enter the number of daily \$1.00 increments that equal the additional withholding that the member elected on TD Form W-4, if applicable. (See 30.1.5.2, "Additional Withholding", for the computation of the number of daily increments.)</li> <li>2. Enter "00" if the number of FITW exemptions in NUMBER FITW EXEMPTIONS field is greater than 00.</li> </ol>
STATE OF LEGAL RESIDENCE	<ol style="list-style-type: none"> <li>1. Enter the State Code the member claims as a legal residence on DD Form 2058. See Attachment 5, "State Taxing Authorities, Postal Service State Abbreviations, Tax Rates" for applicable state codes and U.S. Territory Codes. If member is not a legal resident of the United States:  AS - American Samoa  CM - Saipan  CZ - Panama Canal  GU - Guam  PR - Puerto Rico  VI - Virgin Island</li> <li>2. 99 - Overseas (All other countries).</li> <li>3. In the absence of a DD Form 2058 and the member is residing overseas, enter the state code for the state the member resides in.</li> </ol>

FINAL LEAVE INDICATOR	<ol style="list-style-type: none"> <li>1. Enter "X" if all of the career leave days sold are being reported.</li> <li>2. Enter "X" if the member is NPS.</li> <li>3. Otherwise, leave blank.</li> </ol>
PRIOR SERVICE LEAVE INDICATOR	(Blank) Leave being reported was earned in other than a "designated Contingency area"
PRIOR SERVICE LEAVE SOLD	Enter total career leave days sold
UTA's AUTHORIZED	<ol style="list-style-type: none"> <li>1. Enter the number of inactive duty training periods authorized for the current Fiscal Year. (Needs to be less than 52)</li> <li>2. Zero-fill if the member is not authorized more or less Inactive Duty Training periods per Fiscal Year than authorized.</li> <li>3. Enter 24 or 36 if the MMPA NON-PRIOR SERVICE INDICATOR is equal to a "6" (see <b>Table 2.1.</b>).</li> </ol>
Basic Allowance For Quarters STATUS	<p>Enter the applicable Basic Allowance For Quarters status:</p> <ol style="list-style-type: none"> <li>0 - Member without dependents.</li> <li>1 - Member with dependents not assigned to government quarters.</li> <li>2 - Member with dependents assigned to government quarters.</li> </ol>
Basic Allowance For Quarters DEPENDENT TYPE	Enter the applicable Basic Allowance For Quarters dependency code.
Basic Allowance For Quarters DATE OF BIRTH PRIME DEPENDENT	<ol style="list-style-type: none"> <li>1. Enter the date of birth of youngest child in YYMMDD format if the Basic Allowance For Quarters DEPENDENT TYPE is "C", "S", or "W".</li> <li>2. Otherwise, zero-fill.</li> </ol>
GENDER CODE	<p>Enter M or F</p> <p>Male</p> <p>Female</p>
Thrift Savings Plan MEMBER DOB	Enter Birthdate
OVER 4 YRS ENLISTED SERVICE	<ol style="list-style-type: none"> <li>1. Y - All officers in grade 01-03 with over 4 years enlisted and/or warrant officer service.</li> <li>2. N - All others.</li> </ol>

Servicemembers' Group Life Insurance OPTION	Enter the applicable level of Servicemembers' Group Life Insurance coverage. See <b>Table 31.2.</b> for Servicemembers' Group Life Insurance codes and amounts.  In the absence of an election, enter "A". Submit an A27 transaction (see <b>Table 31.3.</b> ) when the member completes the SGLV Form 8286. See <b>Chapter 31,</b> "Servicemembers' Group Life Insurance and STATE SPONSORED GROUP LIFE INSURANCE - Life Insurance" for a complete explanation of Servicemembers' Group Life Insurance coverage.
PEC	Enter the member's PEC.
Pay Record Accessibility FLAG	Enter Y or N. Member has no access to MMPA's or has no family members in the Reserve Component.

**Table 2.8. TIN A07-Check Mailing Address for DJMC Reserve Component Processed Transaction Line.**

Data Element Name	Explanation
STREET ADDRESS	Street number and name. EXAMPLE: 1334 Sherman St. Route numbers and post office box. EXAMPLE: Route 2 PO Box 145 Abbreviate address as necessary to fit this field and ensure postal delivery. Needs to be the member's personal mailing address.

**Table 2.9. TIN A08-Check Mailing Address for DJMC Reserve Component Processed Transaction Line.**

Data Element Name	Explanation
ADDRESS TYPE	1 - Domestic Address 2 - Foreign Address 3 - APO Address 4 - FPO Address  Cannot be blank.
CITY	City (Example: Denver). See <b>Tables 2.10-2.12</b> for examples of overseas addresses.
STATE	Two-letter alphabetical abbreviation for state (See AFM 10-4).
ZIP CODE	ZIP code.
COUNTRY CODE	1. Alphabetical two-letter country code. (see AFMAN 65-116 VOL 1, Attachment 16.)  2. Leave blank if United States.  3. See, also, AFR 300-4, volume III, part IV, SDE CO-817.

**Table 2.10. Explanation of Overseas Address Entry – APO Numbers.**

Explanation of Overseas Address Entry - APO Numbers	
Entry	
APO	
Blank	
State abbreviation	
APO number	
Country code	

**Table 2.11. Example of Overseas Address – APO Numbers.**

Example of Overseas Address - APO Numbers	
<b>NOTES:</b> The APO abbreviations have changed: AE replaces NY AP replaces Washington and California  AA replaces Florida	
Entry	
APO	
Blank	
AE	
09283	
UK	

**Table 2.12. Explanation of Overseas Address – City, Province, Country.**

Explanation of Overseas Address - City, Province, Country	
For addresses containing city, province, and country.	
If Puerto Rico, Panama, Virgin Islands, or Guam, then also show the country code. <b>Note:</b> The state code for Puerto Rico has changed. Use the following codes: PQ for Panama VQ for Virgin Islands GQ for Guam RQ for Puerto Rico	
Entry	ADDRESS-CITY
Country code	<ol style="list-style-type: none"> <li>1. If Puerto Rico, Virgin Islands, or Guam, the ZIP code has to be present.</li> <li>2. If Panama, zero-fill ZIP code.</li> </ol>



**Table 2.13. A09 - Changes to PEC, PAS, or ST-PGMA for DJMS-RC.**

Data Element Name	Explanation
NEW PEC	PEC for gaining unit. If PEC is not changed, enter current PEC.
NEW PAS	PAS for gaining unit. If PAS is not changed, enter current PAS. (USAF PAS directory).
NEW STATE CODE(GUARD ONLY)	State Code
EFFECTIVE DATE	Six-digit year-month-day (YYMMDD) for effective date of change.
OLD PEC	Appropriate PEC of input source.

**Table 2.14. TIN A10-Validation for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
COUNTRY	1. A08, equals 2, cannot be blank.  2. Otherwise, blank (reference DOD 7000.14-R, Volume 7A or AFMAN 65-116, Volume 1, for correct spelling of countries).
INFORMATION	Optional information line which prints under the name.
PAS CODE	Enter PAS.
ST-PGMA	Enter member's pay group and mobilization Augmentee code. Enter state code for ANG.

## Chapter 3

### DJMS-RC INQUIRIES – MMPA, HISTORY FILES, AND MYPAY

#### 3.1. Processing Inquiries.

3.1.1. DFAS-IN computer terminals are installed at certain ANG and AFR payroll offices. These terminals are used to access DJMS-AC and DJMS-RC files maintained at DFAS-IN to respond to queries, resolve pay problems, and pre-validate doubtful data in DJMS-RC input transactions.

3.1.2. See [paragraph 3.4](#), “Access Control” for instructions on the use of the Customer Information Control System feature.

3.1.3. See [paragraph 3.5](#), “Joint Uniform Military Pay System -RF On-Line Inquires” for instructions on the use of the DJMS-RC inquiry features.

#### 3.2. DFAS-IN Contacts for Inquiry Help. Remote terminal operations require frequent telephone contact between the terminal user and DFAS-IN.

3.2.1. Pay Distribution Problems. Contact the Direct Deposit Section, Disbursement and Collection Branch, Financial Services Division, Directorate of Military Pay, DFAS-IN/JFLTBC, DSN 699-9375, Commercial 317-212-9375. Send a CMS case to DFAS-AC and RC Payroll/Non-Receipt of Check, explaining problem and if a trace on the Electronic Funds Transfer or check is being requested.

3.2.2. Operating Schedules and Problems. Contact the Operations Branch, Liaison Division, and Directorate of Military Pay (DFAS-IN/JFLMA), DSN 699-3814.

3.2.3. Technical Questions about the Inquiry System and Products. Contact the Operation Branch, Liaison Division, Directorate of Military Pay DFAS-IN/JFLMA, DSN 699-3814.

3.2.4. Specific Processing Problems. Contact AFRC/FMXO or ANG/FMF, who contacts DFAS-IN, if necessary.

3.2.5. Privacy and Password Matters. Contact the local unit DJMS Terminal Area Security Officer (TASO), who contacts DFAS-IN, if necessary, DSN 926-7971.

3.2.6. Routine Pay Inquiries. Call the DFAS Call Center at 1-888-332-7411, or go through AFRC/FMXO or ANG/FMF, or create CMS case and send to DFAS-RC Indianapolis.

#### 3.3. Access to the DJMS-RC System.

3.3.1. New Users Signing on the System. The unit Temporary Duty Status provides new user(s) with their user-id and initial password for accessing mainframe systems.

3.3.2. Once provided with initial user-id and password, new users create a Multi-Host Internet Access Portal account (<https://miap.csd.disa.mil>).

3.3.2.1. Users access the mainframe systems via the Multi-Host Internet Access Portal application

3.3.2.2. Alternatively, users may also view DJMS-RC MMPA details via the DFAS MilPay Repository website (<https://miap.csd.disa.mil/portal.html>)

3.3.2.3. Initiating a Mainframe Session.

3.3.2.3.1. Access the mainframe session via Multi-Host Internet Access Portal, selecting a MECH MODEL 2 session. For CAC enabled use - Access the mainframe session via Multi-Host Internet Access Portal, selecting a MMA CAC/PKI MODEL 2 session.

3.3.2.3.2. The Security Warning screen remains on the monitor until the user enters “KLS” for Logon, followed by <ENTER> then <ENTER> on the next Security Warning screen.

3.3.2.3.3. The user enters their user-id and password in the “Identification” field.

3.3.2.3.4. On the CL/SUPERSESSION Main Menu MMA screen, the user selects the applicable session, by entering an “S” next to the session, followed by <ENTER>.

**3.4. Access Control.** DJMS-RC access is based on the need to know. See [paragraph 3.4.2.4](#) for some of the current modules and Transaction identifiers.

3.4.1. Customer Information and Control System (Customer Information Control System) Transaction identifiers. To access different applications within Customer Information Control System, the user needs to enter the appropriate Transaction – Identification once sign-on is complete. Some of the Transactions need the user to start with a clear screen. To clear the screen, the user needs to press the <Pause> key. Please refer to AFMAN 65-116, Volume 1, Attachment 3 for a description of online DJMS systems available for access.

3.4.2. Customer Information Control System Sign-Off Procedures. To sign-off of Customer Information Control System, follow the directions for the application originally entered.

3.4.2.1. If the system has “timed out,” the user is prompted to enter their password to unlock the terminal. After the password has been entered, a message appears acknowledging that the user has left that application.

3.4.2.2. Type “CSSF LOGOFF,” and press the <ENTER> key. The user does not need to clear the screen. The user then returns to the Sign-On screen.

3.4.2.3. After the user has signed off Customer Information Control System, the user needs to close the Multi-Host Internet Access Portal window to end the session.

3.4.2.4. Customer Information and Control System contains a variety of sub-systems that interact with DJMS-RC, see Table 3.1.

**Table 3.1. Customer Information Control System.**

TRANS-ID	DESCRIPTION
JCCM	Automated Case Control System
JLAA	Active Component - DJMS 5 Year Tax History System
JPBB	Active Component - DJMS Electronic Funds Transfer Input for advance, casual and partial payments
JPBX	Electronic Funds Transfer release authority for Customer Information Control System Trans-identifier JPBB, Partial/Advance Payments
JWMM	Table Inquiry for DJMS-RC/DJMS-AC
MSO	Military Pay Inquiry System, which includes Table 50 Inquiry and DJMS Management Reporting
PRAA	DJMS-RC Inquiry Menu, on-line inquiry procedures

3.4.2.5. The Temporary Duty (TDY) status is automatically linked to most modules when established by the Information Systems Security Office.

3.4.2.6. The Temporary Duty status maintains User-identifiers assigned to their site. The TDY status can add and/or delete users, add and modify profiles, and unlock and/or lock out User-identifiers. These responsibilities are dependent on a wide range of command, used only by the TDY status and alternate TDY status. TASOs should refer to their TDY Status manual for additional instructions or AFMAN, 65-116 Volume 1, Chapter 2.

**3.5. Joint Uniform Military Pay System -RF On-Line Inquiries.** This section prescribes the DJMS-RC procedures for use of the On-Line Inquiry system.

3.5.1. Access to the System – DJMS Inquiry.

3.5.2. Follow the Customer Information Control System sign-on procedures outlined in [paragraph 3.4](#), “Access Control”.

3.5.2.1. Upon completion of the Customer Information Control System sign-on, enter the Trans-identifier of “PRAA” for access to DJMS-RC. This displays the Joint Uniform Military Pay System -RF MASTER MENU.

3.5.2.2. Options within the Joint Uniform Military Pay System RF Master Menu. At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number of the desired option in the SELECT OPTION: field and press <ENTER>. The available inquiry options are listed and described in the following sections:

**3.6. MMPA Record Inquiry.** This option allows the user to see the available MMPA data for a member. Selections are: ADMINISTRATIVE DATA , ENTITLEMENT DATA PAY STATUS (BAH II, BAH), ENTITLEMENT DATA (IP, BAH, Medical, Dental, Veterinary, and Optometry Special Pay), DEDUCTIONS and WAIVERS, TAX DEDUCTION DATA, BONUS, DIR. DEP., MOB DATA, LEAVE PAY HISTORY, CALENDAR JAN THRU JUN, CALENDAR JUL THRU DEC. **NOTE:** The MMPA history contains entitlements, deductions, and a 12-month calendar pay record containing activities for the current month and the previous 11 months.

3.6.1. Calendar. The calendar provides two attendance periods per day. The attendance codes are posted to the calendar when payments are made and deleted to show no attendance when a collection is made. The “Combined Items” code shows how the data actually appears on the MMPA calendar.

3.6.2. At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number next to “MMPA RECORD INQUIRY” in the “SELECT OPTION” field and press <ENTER>. The DJMS-RC MMPA INQUIRY screen is displayed.

3.6.3. At the top of this screen, enter the member’s SSN, the option requested (1 through X) and the user’s two-digit initials.

3.6.4. Options within DJMS-RC MMPA INQUIRY:

3.6.4.1. “Administration Data – MMPA Inquiry,” this screen provides the administration data for a member.

3.6.4.2. “Entitlement Data (Pay Status, BAH) – MMPA Inquiry.” This screen provides current and prior pay status information and the entitlement data for BAH.

3.6.4.2.1. “Entitlement Data (Incentive Pay, Medical, Dental, Veterinary, and Optometry Special Pay) – MMPA Inquiry,” This screen provides the entitlement data for incentive pay, uniform allowance, Family Separation Allowance-II, Hostile Fire Pay, Hardship Duty Pay and Medical, Dental, Veterinary and Optometry Special Pay.

3.6.4.3. “Deduction and Waivers – MMPA Inquiry.” This screen provides deduction and waiver of compensation, benefits, SGLI, and State Sponsored Life Insurance (SSLI) election information for a member.

3.6.4.3.1. “Tax Deduction Data – MMPA Inquiry,” This screen provides Federal Income Tax Withheld, Federal Insurance Contributions Act, Earned Income Credit, and State Income Tax Withheld tax data information for a member.

3.6.4.4. “Bonus, Direct Deposit, Mobilization Data – MMPA Inquiry.” This screen provides information on bonus, direct deposit and mobilization history.

3.6.4.5. “Leave Pay History – MMPA Inquiry,” This screen provides pay history for Regularly Scheduled Drills, Rescheduled Drills, Additional Flying Training Periods, and Funeral Honors Duty for a member as well as leave information.

3.6.4.6. “Attendance Calendar Jan through Jun – MMPA Inquiry,” This screen shows the calendar history for the most recent January through June.

3.6.4.6.1. “Attendance Calendar Jul through Dec – MMPA Inquiry,” This screen shows the calendar history for the most recent July through December.

3.6.4.7. “Student Master File – MMPA Inquiry,” This selection takes the user to a series of sub-menus related to High Performance Incentive Program and Air Force ROTC information.

3.6.4.8. “Bypass Display – Print Entire MMPA– MMPA Inquiry,” This selection prints the entire MMPA.

3.6.4.9. When the user has completed viewing the desired information, press PF3 to return to the Joint Uniform Military Pay System -RF MASTER MENU screen.

3.6.4.10. To view another screen for the same member, tab to “Select Option” and enter the new screen request. Then, press <ENTER>.

3.6.4.11. To view a new MMPA, enter the new SSN on the administrative data screen, select option and press <ENTER>. To exit the Joint Uniform Military Pay System -RF MASTER MENU screen, press PF3.

**3.7. DJMS Address Inquiry.** At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number for the “DJMSADDRESS INQUIRY” in the SELECT OPTION: field and press <ENTER>. The DJMSADDRESS ONLINE INQUIRY SYSTEM LES ADDRESS FILE DISPLAY screen is displayed.

3.7.1. At the DJMSADDRESS ONLINE INQUIRY SYSTEM LES ADDRESS FILE DISPLAY screen, enter the member’s SSN and press <ENTER> to view the address for a member.

3.7.2. Enter a new SSN to continue DJMS Address Inquiries or PF3 to return to the Joint Uniform Military Pay System -RF MASTER MENU.

3.7.3. To exit the DJMSADDRESS ONLINE INQUIRY SYSTEM LES ADDRESS FILE DISPLAY, press PF3.

**3.8. LES History Inquiry.** This option allows the user to view LESs for the past 12 months for a member. For LESs older than 12 months, refer to OLRV.

3.8.1. At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number next to “LES HISTORY INQUIRY” in the SELECT OPTION: field and press <ENTER>. The Joint Uniform Military Pay System -RF LES HISTORY REQUEST screen is displayed.

3.8.2. For a specific LES, enter the member’s SSN, check (LES) date, and check disposition code. This displays the specific LES screen for the date requested.

3.8.3. Press PF8 to scroll forward or PF7 to scroll backward.

3.8.4. If unsure of the LES date, enter the member’s SSN, leaving the check date and check disposition fields blank. The Joint Uniform Military Pay System -RF LES HISTORY SELECTION screen is displayed.

3.8.5. At this screen, tab to the required date, type “S” next to the required date, press <ENTER>. The LES screen for that date is displayed.

3.8.6. Press PF8 to scroll forward or PF7 to scroll backward.

**3.9. Accounts Receivable Inquiry.**

3.9.1. This option allows the user to view the available accounts receivable data for a member. Selections are: DEBT SUMMARY FILE, DEBT ADJUSTMENT RECORD, DEBT COLLECTION RECORD.

3.9.2. At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number next to “ACCOUNTS RECEIVABLE INQUIRY” in the SELECT OPTION: field and press <ENTER>. The user sees the Joint Uniform Military Pay System \_RF A/R MASTER FILE INQUIRY A/R SUBMENU screen.

3.9.3. Enter the member's SSN and press <ENTER>. The Joint Uniform Military Pay System -RF A/R MASTER FILE INQUIRY DEBT SUMMARY RECORD screen is displayed if the member has an active accounts receivable record.

3.9.4. There may be more than one debt on file with a collection. There is a sequence number (SEQ) for each debt on file, per SSN. A SSN may have more than one debt on file. Press PF8 to scroll forward or PF7 to scroll backward.

3.9.5. To view the DEBT COLLECTION RECORD, press PF5. This screen shows collections to accounts receivable data. **Note:** If there are no collections for the SSN the message NO COLLECTIONS FOUND FOR THIS MEMBER appears.

3.9.6. To view the DEBT ADJUSTMENT RECORD, press PF6. At the Debt Summary File Screen press <PF6> (ALT/6) to view adjustments to accounts receivable data. There may be more than one adjusted debt on file. Use <PF08> (ALT/8) and PF07 (ALT/7) to scroll forward and backward.

3.9.7. When finished viewing the desired information, press PF3 to return to the Joint Uniform Military Pay System \_RF A/R MASTER FILE INQUIRY A/R SUBMENU screen.

3.9.8. To exit the Joint Uniform Military Pay System \_RF A/R MASTER FILE INQUIRY A/R SUBMENU, press PF3.

**3.10. Bonus Inquiry.** This option allows the user to view the available bonus data for a member. Selections are: ADMINISTRATIVE, BONUS HISTORY, PAYMENT HISTORY, TERMINATIONS/SUSPENSIONS, PRINT BONUS RECORD.

3.10.1. At the Joint Uniform Military Pay System -RF MASTER MENU, enter the number next to "BONUS INQUIRY" in the SELECT OPTION: field and press <ENTER>. The user sees the BONUS INQUIRY SUBMENU screen.

3.10.2. Enter the member's SSN, the user's two-digit initials and the option requested (1 through 5).

3.10.2.1. Options within the BONUS INQUIRY SUBMENU screen:

3.10.2.1.1. "Bonus History – Bonus Inquiry," This screen provides the bonus history, type and date.

3.10.2.1.2. "Administrative – Bonus Inquiry," This screen provides the administrative data related to the bonus.

3.10.2.1.3. "Payment History – Bonus Inquiry," This screen provides the bonus payment history.

3.10.2.1.4. "Terminations/Suspensions – Bonus Inquiry," This screen provides bonus termination or suspension information, if applicable.

3.10.2.2. When the user has viewed the desired screen, press PF3 to return to the BONUS MENU OPTIONS screen.

3.10.2.3. To view another screen for the same member, tab to "SELECT OPTION" and enter the new screen request and press <ENTER>.

3.10.2.4. To view new SSN, enter the new SSN, select option and press <ENTER>.

3.10.2.5. To exit the BONUS MENU, press PF3.

**3.11. Drill Master Record Inquiry.** A feature in DJMS-RC, it is not used by Air Force Components.

**3.12. Processed Transactions.**

3.12.1. All Transactions. This option allows the user to see all of the processed (accepted) transactions for a member for the current month and two previous months.

3.12.2. At Joint Uniform Military Pay System -RF/Joint Service Software Reserve Component PROCESSED TRANSACTIONS screen, enter the member's SSN and press <ENTER> to see all processed transactions for that member.

3.12.3. Press PF8 to scroll forward or PF7 to scroll backward for additional processed transactions. PF3 returns the user to the Joint Uniform Military Pay System -RF/Joint Service System Reserve Component PROCESSED TRANSACTIONS screen.

3.12.4. Enter a new SSN to continue Processed Transaction inquiries or PF3 to return to the Joint Uniform Military Pay System -RF MASTER MENU.

3.12.5. One Type of Transaction. The user may request to view only one type of processed transaction for a member. Enter the member's SSN and the requested TIN at the Joint Uniform Military Pay System -RF/Joint Service System Reserve Component PROCESSED TRANSACTIONS screen. Only the requested TIN type is displayed if this option is selected.

**3.13. History Inquiry.** This option allows the user to view the current month and previous 11 months of pay data for any member on the DJMS-RC system. Selecting this option returns the HISTORY MENU and indicate the oldest data available.

3.13.1. Type in the member's SSN, the date of the requested information (year and month, example: 201207), and the 2-digit clerk identifier. Press <ENTER>

3.13.2. The DJMS-RC History Master Menu appears. Select the desired option and press <ENTER>. The original SSN and date continues to be the selection criteria within the chosen option(s).

3.13.2.1. Option 1 – MMPA Record Inquiry. Option 1 gives the user a view of the various pages of the MMPA as of the date used in the initial history inquiry. Options are the same as the current MMPA record inquiry options per para 3.6.1.2. To view the MMPA for a different month, enter the specific month after "ENTER OPTION". To view a different page of the MMPA, enter the page number desired after "ENTER OPTION". The user may select another option, for example: CDR for check data record, by typing in CDR after "ENTER OPTION". To go back to the MMPA, type in the page number (1-9) of the MMPA desired after "ENTER OPTION".

3.13.2.2. Option 2 – Drill Master Record. Not used.

3.13.2.3. Option 3 – Processed Transactions. Option 3 gives the user a view of the processed transaction (PRC) record as of the date used in the initial history inquiry. To view the PRC for a different month, enter the specific month after "ENTER OPTION" or press PF7 to scroll backward or PF8 to scroll forward. After viewing the PRC, the user may select another option by typing in the abbreviation for the requested information after "ENTER OPTION".



3.13.2.4. Option 4 – Check Data Record Inquiry. Option 4 gives the user a view of the check data record inquiry (CDR) record as of the date used in the initial history inquiry. To view the CDR for a different month, enter the specific month after “ENTER OPTION” or press PF7 to scroll backward or PF8 to scroll forward. After viewing the CDR, the user may select another option by typing in the abbreviation for the requested information after “ENTER OPTION”.

3.13.2.5. Option 5 – Student Master Inquiry. Option 5 gives the user available Student Master Inquiry options.

3.13.2.6. Option 6 – LES Record Inquiry. Option 6 gives the user access to individual LES reports as of the date used in the initial history inquiry. To view a LES for a different month, enter the specific month after “ENTER OPTION.” After viewing the LES history, the user may select another option by typing in the abbreviation for the requested information after “ENTER OPTION”.

3.13.2.7. Option 7 – Housing Master Record Inquiry. Option 7 gives the user access to individual housing data as of the date used in the initial history inquiry. To view housing data for a different month, enter the specific month after “ENTER OPTION.” After viewing the housing inquiry, the user may select another option by typing in the abbreviation for the requested information after “ENTER OPTION”.

3.13.3. Enter a new SSN to continue history inquiries or PF3 to return to the Joint Uniform Military Pay System -RF MASTER MENU.

**3.14. Leave Record Inquiry.** This option allows the user to view Leave Management Records for the past 12 months for a member. Selecting this option returns the DJMS-RC LEAVE MASTER RECORD REQUEST screen.

3.14.1. For a specific tour, enter the member’s SSN, tour start date and history flag (optional); press <ENTER>. This displays the DJMS-RC LEAVE MASTER MENU for the selected tour start date. (See Chapter 29, Leave Policy, Accounting, and Payment).

3.14.1.1. Option 1 – Active Duty Tour Info. Option 1 gives the user information on the tour information and leave for the tour start date previously selected.

3.14.1.2. Option 2 – Leave Taken. Option 2 gives the user information on leave taken during the tour period previously selected.

3.14.1.3. Option 3 – Current Month Leave Balance. Option 3 gives the user information on leave balances (BF Leave, Leave Earned, Leave Used, CM Leave Balance, Use/Lose Balance, Leave Sold, and Leave Lost) during the tour period previously selected.

3.14.1.4. Option 4 – Periods of Active Duty. Option 4 gives the user tour information (Accounting Processing Code, Order Number, Start Date, and Stop Date) for the tour period previously selected.

3.14.1.5. Option 5 – Combat Zone Leave Accrual. Option 5 gives the user tour information (Accounting Processing Code, Order Number, Start Date, and Stop Date) for the tour period previously selected.

3.14.1.6. Option 6 – Leave Sold Information. Option 6 gives the user leave sold days for the tour period previously selected.

3.14.1.7. Option P – Print Leave Master Record. Option P prints the leave master record for the tour period previously selected.

3.14.2. Enter 'X' to return to the DJMS-RC LEAVE MASTER RECORD REQUEST menu. Enter a new SSN to continue leave inquiries or PF3 to return to the Joint Uniform Military Pay System -RF MASTER MENU.

3.14.3. To request leave data for multiple tours, enter only the member's SSN, and press <ENTER>. This displays the DJMS-RC LEAVE MASTER INQUIRY SELECTION for the member. Enter 'S' next to the start date of the specific tour. This displays the DJMS-RC LEAVE MASTER MENU screen; see para 3.14 for further details.

### **3.15. Housing Master Record Inquiry.**

3.15.1. This option allows the user to view housing information for the selected member. Selecting this option returns the DJMS-RC HOUSING MASTER INQUIRY FILE screen.

3.15.2. Enter the member's SSN, the 2-digit Clerk identifier, and press <ENTER> to view housing information for the selected member. The DJMS-RC HOUSING MASTER INQUIRY FILE PAGE 1 screen is displayed. Press PF8 to scroll forward to PAGE 2.

### **3.16. Access to PRGM screens.**

3.16.1. Follow the Customer Information Control System SIGN-ON procedures outlined in 3.5, "Access Control".

3.16.2. Upon completion of the Customer Information Control System SIGN-ON, enter the transaction identifier of "PRGM" for access to APC inquiry.

3.16.2.1. Option 1 – Air Force. Provides access to APC for AFR, ANG, and military pay appropriations.

3.16.2.1.1. AFR APC Inquiry: Enter option 1, the APC, and press <ENTER> to retrieve data elements of the selected APC. To request multiple APC for specific basic symbols, project/sub-projects, or ADSN, enter those data elements, as applicable and press <ENTER>.

3.16.2.1.2. ANG APC Inquiry: Enter option 2, the APC, and press <ENTER> to retrieve data elements of the selected APC. To request multiple APCs for specific basic symbols, project/sub-projects, or ADSN, enter those data elements, as applicable and press <ENTER>.

3.16.2.1.3. Military Personnel Appropriation Accounting Processing Center Inquiry: Enter option 3, the Accounting Processing Code, and press <ENTER> to retrieve elements of the selected Accounting Processing Code. To review multiple APCs for specific basic symbols, project/sub-projects, or ADSN, enter those data elements, as applicable and press <ENTER>.

3.16.2.2. Option 2 – Army. Provides access to APC for Army Reserve, Army National Guard, and Army Bonus appropriations.

- 3.16.2.2.1. Army Reserve Accounting Processing Code Inquiry: Enter option 1 to access Army Reserve Accounting Processing Code. This screen allows the user to enter either the Accounting Processing Code or Basic Symbol, AMS, ASN, and FSN, to view the complete Accounting Processing Code and accounting detail.
- 3.16.2.2.2. Army National Guard Accounting Processing Code Inquiry: Enter option 2 to access Army National Guard Accounting Processing Code. This screen allows the user to enter the Accounting Processing Code or Basic Symbol, AMS, ASN, and FSN, to view the complete Accounting Processing Code and accounting detail.
- 3.16.2.2.3. Army Bonus Appropriation Inquiry: Enter option 3 to access Army Bonus Appropriations. This screen allows the user to enter either the Accounting Processing Code or Basic Symbol, project/subproject, and ADSN to view the complete Accounting Processing Code and accounting detail.
- 3.16.2.3. Option 3 – Navy. Provides access to Accounting Processing Code for the Navy. The user may enter the Accounting Processing Code or the FAN code to view complete Accounting Processing Code and accounting detail.
- 3.16.2.4. Option 4 – DoD Appropriated Funds.
- 3.16.2.4.1. Provides access to the DoD appropriated funds table.
- 3.16.2.4.2. The user may enter the accounting processing code or the Basic Symbol and ADSN/FSN to view a complete accounting processing code and accounting detail.
- 3.16.2.5. Option 5 – Component of Pay. Provides access to the component of pay table. Enter the Component of Pay to view the Secretary of Air Force-identifier, military personnel appropriation -identifier, or Army EOR, and the description of the Component of Pay.

**3.17. Help Screens.** Help screens are available and can be accessed by pressing F1.

**3.18. Dual Screen Access.** To access multiple DJMS screens (max of 4), type “WNDO ON” on a blank screen. Each screen displays a different DJMS inquiry. To move forward press the “Shift and F10” keys. To move backwards press the Shift and F11 keys.

**3.19. Sign-Off.**

3.19.1. To exit DJMS-RC On-Line Inquiry, press PF3 and continue to press PF3 until returned to the Joint Uniform Military Pay System -RF ON-LINE INQUIRY MAIN MENU.

3.19.2. Enter an “X” for EXIT at the SELECT OPTION: line and press <ENTER>. A message is displayed that “Joint Uniform Military Pay System -RF INQUIRY SESSION ENDED”. Type in “CSSF LOGOFF”. (The screen does not have to be cleared first.).

**3.20. Report Products.**

3.20.1. Rejects to the Reserve Component Payroll Office occur when the transaction fails the DJMS-RC system edits, either because of mismatch of information, erroneous codes in the transactions, or payment/action has already occurred for the dates in the transaction.

3.20.2. The Reserve Component Payroll Office researches the transaction and supporting document information, as well as the member’s MMPA, to ensure all data in the transaction is correct.

3.20.3. When a transaction rejects to the central site, a CMS case is auto-generated for action.

### **3.21. Management Notices.**

3.21.1. Management Notices are indicators of anomalies within the pay record that may or may not require corrective action. All notices are to be reviewed for possible action.

3.21.2. Front End Loader System (FELS) Error Report. The (FELS) became a part of DJMS-RC processing in November 1994. FELS does a cursory review of all incoming transactions to insure that the PAS code data is in the correct field, calculates money amounts for some transactions, and provides a count of processed and rejected transactions within the FELS. This report is created for every daily and coded update to DJMS-RC.

3.21.2.1. FELS Error Report, UH022-0205 (Replaces UH022-2002). This report shows, by the first two positions of the PAS, any transactions rejected because of the edits done in FELS. It also shows transactions received by the first two positions of the PAS, total rejected and passed to DJMS-RC.

3.21.2.2. FELS edits transactions that cross a fiscal year and creates two transactions – each self-contained within a specific fiscal year. The UH022-0205 report provides a count, by PAS, of all transactions “added” by FELS.

3.21.2.3. The FELS Error Report may be viewed on both ReportWeb and the Sysout Archive Retrieval System. Sysout Archive Retrieval System is currently unavailable for AFR.

### **3.22. Error Correction Timeliness/Processing.**

3.22.1. The Reserve Component Payroll Offices are expected to research and submit corrected transactions within two (2) workdays. When corrective actions reject, contact AFRC/FMXO or ANG/FMF for assistance prior to submitting a CMS case. The error report and management notices are annotated by the Reserve Component Payroll Office to indicate what actions were taken.

3.22.2. Retain copies of error listings in the Reserve Component Payroll Office for three (3) months following the month in which all errors and management notices on the listing are cleared (**T-1**).

### **3.23. myPay.**

3.23.1. myPay, a web-based application which allows members to update certain pay information. Members access myPay using a user-id and password or Common Access Card and Personal Identification Number. myPay allows member to:

3.23.2. View, print, and save LES – 12 months

3.23.3. View, print and save tax statements – Military Pay W-2 and W-2C

3.23.4. Change Federal and State tax withholdings

3.23.5. Update bank account and electronic fund transfer information

3.23.6. Make address changes

3.23.7. Control TSP – enrollment, percentages, etc.

3.23.8. Change personal identification number

3.23.9. Start, stop and change financial allotments when paid via DJMS-AC. Allotments can only be established to financial institutions. Insurance allotments are not available at this time.

3.23.10. Establish a restricted access personal identification number. This allows members to provide a spouse or trusted individual with a view-only personal identification number. For more information on the restricted access personal identification number, see [subparagraph 3.23.14.1](#)

3.23.11. Establish a personal e-mail address for future correspondence. The e-mail address is used to keep members apprised of future events and capabilities, such as e-mail notification of pay changes and other items of interest. Members can provide the e-mail address by setting up the “personal settings” page.

3.23.12. Members who separate retain access to myPay for 13 months after separation

3.23.13. Financial Management Flight Responsibilities. Rejected myPay transactions. Contact the member and provide assistance in correcting and resubmitting the rejected transaction.

3.23.14. Obtaining a personal identification number. To obtain a personal identification number, the member selects “new personal identification number” under the “Need a new personal identification number?” title in the lower section of the myPay home page and enter the applicable information. The personal identification number is mailed to the member’s address or e-mailed to a pre-registered address. Additional instructions are available within myPay. Restricted access PINs are obtained and used as follows:

3.23.14.1. The restricted personal identification number can be established by signing into myPay and clicking on the “Personal Settings” page. Member clicks the “Restricted Access personal identification number” to create and input the restricted access personal identification number and provide it to the spouse/family member/trusted individual.

3.23.14.2. For the spouse/family member to use the restricted access personal identification number, the individual signs into myPay with the member’s SSN under “LOGINID” and then enters the restricted access personal identification number provided by the member. With the restricted access personal identification number, the spouse or family member can view and print the LES and W2 but cannot make pay changes.

3.23.14.3. An ‘alias’ LOGIN-identifier is now available, allowing a member to establish a unique LOGIN-identifier other than his/her SSN, which can be used, along with the personal identification number, to access myPay. This LOGIN-identifier is a 6-8 alpha/numeric characters with no special characters or spaces. When a customer establishes a LOGIN-identifier, the SSN can no longer be used to access the myPay account. The link to establish a LOGIN-identifier ‘alias’ is on the personal settings page.

3.23.15. Turning off hard copy LES. Delivery of an electronic LES eliminates risks associated with receiving financial information in the mail. To turn off hard copy LES, the member clicks on the “turn off hard copy” button on the LES screen.

3.23.16. Customer Support. The customer support number is 1-800-390-2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern Standard Time (EST).

## Chapter 4

### DOCUMENTATION

**4.1. Requirements for the protection and management of government records.** Located in Title 44 of the U.S. Code, 36 Code of Financial Regulations (CFR) Chapter XII and 41 CFR Chapter 102. See, also, **paragraph 4.3**, “Electronic Documents.” DJMS-RC requires source documents or system certified data from collateral systems (e.g., MilPDS, Reserve Component Input Subsystem/DFAS system, etc.) for all transactions to support changes to a MMPA. Acceptable documentation includes the following:

4.1.1. Signed and certified documents which justify each transaction (see Chapter 6, “Management Case Files and CMS) including those transactions which do not directly affect pay and allowances (i.e. SF 1199A).

4.1.2. Signature needs to be original or the document may be a certified true copy. The Reserve Component Payroll Office is responsible for ensuring the supporting documents are completed and signed. Corrections to documents are made in ink, lined through once, and initialed by the individual making the correction. Correction tape and/or white out cannot be used. **Note:** Copies of electronic documents derived from authorized financial management systems, such as eFinance, Permanent Change of Station In-Processing System, Defense Travel System, and/or Reserve Travel System, qualify as “original” documents.

4.1.3. E-mail messages that contain information that serves as adequate and proper documentation of the agency’s organization, functions, policies, decisions, procedures, and transactions qualify as a Federal record and are to be maintained as such. File emails as supporting documentation in payroll files, debt management files, case management files and in suspense files (e.g., correct a TIN B11 after ANG Form 633, *Regularly Scheduled Drill Roster* submission; suspense file for management notices or reject listings currently being worked).

### **4.2. Receipt of Documents in the Payroll Office.**

4.2.1. Ninety-five percent of all documents received by the payroll office should be processed within two (2) workdays after receipt, unless additional research is required. Standard research should take no longer than five (5) workdays.

4.2.2. Re-date (stamped) documents when research is longer than two workdays or documents require approval or routing to other sections/agencies. If the document needs to be returned to the member or sent to another office for more information, ensure it is re-dated (stamped) upon its return to the payroll office. When re-date stamping is needed, line through the current date stamp and initial. Re-date stamp above the previous date stamp.

### 4.3. Electronic Documents.

4.3.1. Electronic documents derived from authorized financial management systems, such as eFinance, Permanent Change of Station In-Processing System (PIPS), Defense Travel System, and/or Reserve Travel System, qualify as "original" documents. Additionally, data faxed documents are acceptable as outlined below. Payroll offices may accept, from members, Facsimile (FAX) transmission of source documents necessary to support: Address changes, Financial Organization Account changes, STATE SPONSORED GROUP LIFE INSURANCE Allotment starts, stops, and changes, Leave requests, TD Forms W-4 to change withholding. **NOTE:** DJMS-RC does not allow members to start or stop allotments.

4.3.1.1. Payroll offices may accept pay-affecting source document via FAX; properly signed and certified by the member's commander or the comptroller/budget officer at the member's duty location. Documents may include, but not limited to, the following the AF Form 220, *Request, Authorization, and Pay Order Basic Allowance of Subsistence (BAS)*.

4.3.1.2. These data faxed documents are to be treated as original source documents and follow the same retention schedule as original source documents. The originals of these documents should be retained by the originator, not the payroll office.

4.3.2. Digitally signed, AF-approved forms, using Public Key Infrastructure (PKI) certificates (via a CAC), not derived from authorized financial management systems, may qualify as "original" documents, provided the following requirements are met:

4.3.2.1. All signatures (e.g. member, certifying official, approving official, etc.) must be digital signatures, with appropriate PKI certificates, on the entire form (**T-1**). Mixing of "wet" and digital signatures is not authorized, and document cannot be printed and scanned or faxed.

4.3.2.2. To ensure authenticity/non-repudiation of the digital signature, an electronic version of the completed document must be maintained, by the Reserve Component Payroll Office, for 6 years 3 months (in addition to a hard copy supporting the DJMS input transaction) (**T-0**). The electronic version should be in an electronic file plan, with regular backups performed, and filed by year, update, cycle, and transaction number.

4.3.2.3. Having a solid electronic file plan, with the verified PKI certificates to reach back to, is critical in ensuring authenticity/non-repudiation of the digital signature and supports audit readiness. PKI Certificates are not considered authentic or non-repudiated if the original documents were printed and/or scanned.

### 4.4. Retention of Original Source Documents.

4.4.1. Original source documents, supporting DJMS-RC transactions, are retained by the processing payroll office. ANG – see paragraph 4.1.6. for AGR supporting documents for ANG members on DJMS-AC.

4.4.2. Original source documents are retained per DFAS 5015.2-M, Schedule 7344, Rule 3. (6 years, 3 months after cutoff).

4.4.3. DFAS-IN Records Management needs to be notified if requesting to scan and store records electronically. If approved, payroll offices are responsible for storage, retrieval, and destruction (when eligible) of records. Original documents must be retained for 90 days after they are scanned (T-0). A backup copy of scanned records needs to be maintained in a fire/water proof safe and separate from working files. Additional requirements are contained in DFAS 5015.2-I. Retention and Disposition of Original Vouchers Policy can be found at Air Force Accounting and Finance Office SharePoint for Disbursing Documents which is located on the Air Force Financial Services SharePoint site.

#### **4.5. Establish payroll files.**

4.5.1. Retain processed Daily Transaction List (DTL) and substantiating documents until the update is received in WebDMO to perform the tasks listed below.

4.5.2. Review WebDMO Reject Transaction Report items from the original DTL; pull the substantiating documents for the rejected transactions requiring additional research or input, annotate the original Daily Transaction Listing (DTL) with the new cycle number controlling the WebDMO reject transaction input, and add these documents to the report. This provides a complete audit trail.

4.5.3. File each day's substantiating documentation for DJMS-RC transactions by the day that they were transmitted (T-1).

4.5.4. Folder label information should include the Disbursing Station Symbol Number, Site-identifier, year and Julian Date of processing. Example: Disbursing Station Symbol Number 0000, H-1, January 2, 2014. If more than one file is required per day, label as 1 of 2, 2 of 2, etc. The folder will include the Daily Register of Transactions, then file transactions by Social Security order and the DTL last (T-0). Supervisor or Lead will verify each pay folder matches the WebDMO processed transactions and locates any missing documents prior to filing the folder (T-0).

4.5.5. Electronic file names need to include: The Site-identifier, month, year and Julian Date the DJMS-RC file was processed. The electronic file will include the Daily Register of Transactions, then file transactions by Social Security order and the DTL last (T-0). Supervisor or Lead will verify each pay folder matches the WebDMO processed transactions and locates any missing documents prior to folder completion (T-0).

#### **4.6. Active Guard Reserve Supporting Documentation.** For ANG members on DJMS-AC

4.6.1. ANG members are paid via DJMS-AC, assigned to a host Active Duty Financial Management Flight Input Station Identifier.

4.6.2. ANG payroll offices coordinate unique cycle numbers, to be used in WebDMO for Active Guard Reserve transactions, with the host Financial Service Office.

4.6.3. ANG payroll offices submit processed supporting documentation to host Financial Management Flights.

4.6.4. Transmittal can be via FAX, email (.pdf file), or regular mail.

4.6.5. Documents should be received by the host FMF as soon as possible, but not later than two (2) days after the applicable Mid-Month/End-Of-Month DJMS cutoff.

4.6.6. ANG payroll offices retain original source documents for 90 days (T-2).



4.6.7. To get copies of source documents after 90 days, contact the host Active Duty FMF to retrieve out of FM Workflow (FMWF); retained for 6 years, 3 months.

4.6.8. Leave Control Logs. Reserve Component Payroll Offices maintain the leave accounting control logs for one (1) fiscal year or until all leave carryover has been settled. Review the logs for outstanding documents and obtain missing documents. After reconciliation, close the logs and retain with DJMS-RC supporting documents for six (6) years and three (3) months. Open new logs starting with number one for the next fiscal year.

#### **4.7. Retrieval of Documents.**

##### 4.7.1. Paper Documents.

4.7.1.1. Prior to September 1991, Reserve Component Payroll Offices sent documents to DFAS-IN for retirement. Since then, DJMS-RC documents have been retired locally, based upon agreements made with the host base, or sent to the Denver Federal Records Center. Documents may also be stored electronically.

4.7.1.1.1. To request information or documents which have been retired through DFAS-IN, the Reserve Component Payroll Office sends the request to Records Manager, for processing. All requests for copies of source documents need to be in writing and submitted via fax, commercial 317-212-2102, DSN 699-2102, or email, [Defense Finance and Accounting Services.indianapolis-in.jbd.mbx.records-management@mail.mil](mailto:Defense_Finance_and_Accounting_Services.indianapolis-in.jbd.mbx.records-management@mail.mil), in addition to information below. Records are normally forwarded within two weeks of receipt of request. The following information needs to be included:

4.7.1.1.1.1. Dates of retirement as noted on the receipted copy of SF 135, *Records Transmittal and Receipt*. Include the month and year and/or the box number, if known.

4.7.1.1.1.2. Member's name, SSN.

4.7.1.1.1.3. Reason data or document is needed.

4.7.1.1.1.4. Inclusive dates of duty on the request.

4.7.1.1.1.5. To request documents retired locally, refer to local instructions.

##### 4.7.2. Electronic documents

4.7.2.1. Refer to local instructions to retrieve stored documents.

4.7.2.2. Annually, review prior year disks to ensure they are still legible and maintained in a stored location. Two (2) disks are maintained for each Fiscal Year, one as a working file and one as a stored file. The stored file cannot be continually saved over as it is the official documentation and should be corrected prior to the next business day of working the payroll files.

#### **4.8. Data Input/Transmission.**

##### 4.8.1. AFR Payroll Offices

4.8.1.1. Prepares and processes transactions for pay and allowances or adjustments to pay and allowances via WebDMO.

4.8.1.2. In the event the Reserve Component Payroll Office is unable to use WebDMO, refer to locally established contingency procedures.

4.8.1.3. Audits and Transmits cycles daily. Each cycle has a unique cycle number. DFAS collects cycles based off the Eastern Standard Time (EST) cut off time on the production schedule. Refer to Processing schedule for daily cut off times.

#### 4.8.2. ANG Payroll Office.

4.8.2.1. Prepares and processes transactions for pay and allowances or adjustments to pay and allowances via WebDMO.

4.8.2.2. In the event the payroll office is unable to use WebDMO, refer to locally established contingency procedures.

4.8.2.3. Submit transactions daily. Multiple pay file transmissions are permitted in a single day, but each has a unique cycle number. Using the same file or cycle is not allowed on the same day.

4.8.2.4. Refer to Processing schedule for daily cut off times at DFAS website: <https://dfas4dod.dfas.mil/centers/dfasin/library/milpay.htm>.

4.8.2.5. The duties within the Reserve Component Payroll Office need to be segregated, so no one individual has complete control over all phases of transactions affecting pay. When this is not possible, refer to the Comptroller Access Guide (CAG) for instructions on submitting waiver requests and applying mitigating controls to prevent potential fraud. The CAG instructions can be found on the FM Quality Assurance SharePoint website. Do not allow CAG waiver requests to remain in place for an excessive period of time. All approved waivers are reviewed each quarter. Air Force Accounting and Finance Office must approve all waivers (T-0).

#### 4.8.3. Defense Finance and Accounting Services Reserve Pay Operations Branch (DFAS-IN/JFLABA).

4.8.3.1. Processes payments which have not been decentralized to the payroll offices or have not been automated. See Chapter 43, "DFAS-IN Unique Transactions – D01, TIN D02, and PDS"

4.8.3.2. Process payments for Wounded Warriors and VIPs.

4.8.3.3. Processes transactions needed to resolve pay problems identified in CMS that the Reserve Component Pay Office does not have the capability to process.

4.8.3.4. Processes transactions outside Immediate Access Storage when payroll offices cannot.

### 4.9. Computer Processing Schedules.

4.9.1. DFAS schedules dates for DJMS-RC computer processing and distributes an annual operations calendar showing computer run dates, code type, voucher date, and the highest date paid for each update within the year. DFAS distributes changes to these schedules by message.

4.9.2. Three types of Electronic Funds Transfer-generating computer runs are normally scheduled each month. The three types of updates are:

4.9.2.1. Code 1. Payments of Inactive Duty Training, miscellaneous entitlements, short tours of active duty, adjustments for payments or collections, and update of MMPA with personnel and entitlement data. This also “catches up” long tours processed after a code 2 or 3. This does not pay BMT tours.

4.9.2.2. Code 2. All payments described for the code 1, plus long tours of active duty for pay due from the first or intermediate day through the 15th (mid-month) of the month and all Leave Master Record recalculations.

4.9.2.3. Code 3. All payments described for the code 1 and code 2, plus long tour of active duty for pay due from the 16th or intermediate day of the month through the last day of the month (end of month).

4.9.2.3.1. Reports are generated on Code 3 runs and on the day following a DFAS update which does not generate daily pay files.

4.9.2.3.2. Payments from the code 1, 2, or 3 runs are sent to a financial organization (direct deposit). Checks are sent to the mailing address on the MMPA for those with approved waivers for non- participation in the direct deposit program. Reports to review to ensure Direct Deposit is updated are UH022-0203, DJMS-RC Direct Deposit of Pay Waiver Report, reviewed monthly by the Pay Supervisor or Lead. Report UH022-0888, DJMS-RC Part I National Guard Direct Deposit Participation Report and Part II Reserve Direct Deposit Participation Report to ensure 100 percent participation by service members monthly. Review annotates, certifies review, and maintains report in accordance with AFRIMS Table and Rules for Reconciliation Listings.

#### **4.10. Daily Transactions.**

##### 4.10.1. General Procedures for Daily Transactions.

4.10.1.1. DJMS-RC validates transactions for format and consistency, i.e., data reported in correct data fields, valid SSN, and name. Transactions are validated against information provided on the member’s MMPA. Transactions failing these edits are rejected back to the payroll office which has overall responsibility for the MMPA. The rejects are listed in WebDMO under “Rejects” tab (see Chapter 5), with a narrative message explaining the error appearing directly below the transaction.

4.10.1.2. All valid transactions process through pay computation and update the pay history file and the member’s MMPA.

4.10.1.3. DJMS-RC interfaces with Point Credit Accounting and Reporting System daily.

4.10.1.4. All errors and management notices on the Rejects Tab must be annotated (either electronically or manually) to indicate what actions were taken and when they were completed (**T-1**). If no action is required (NAR), annotate as NAR. Aggressive follow-up action needs to be taken to clear any item shown. The Reserve Component Pay Office technician working the line items will initial and date next to the action taken (**T-1**). Retain copies of error listings for 3 months after the month in which all errors and/or management notices on the listing are cleared. Provide to Quality Assurance at the end of the 3 months for their validation per AFI 65-202.

4.10.2. If a system problem is identified and certain transactions should not be processed, DFAS has the capability of blocking or muting (also known as MUT) those transactions from update. The transactions are held or recycled until the problem is resolved and the transactions can be processed.

## Chapter 5

### REJECTS, RECYCLES, AND MANAGEMENT NOTICES

#### 5.1. Error Correction Timeliness/Processing.

5.1.1. The Reserve Component payroll offices are expected to research, correct and retransmit error transactions listed on the UH022-164 report within two (2) workdays. When corrective actions reject, contact AFRC/FMXO or ANG/FMF for assistance prior to submitting a CMS case. The error report and management notices will be annotated by the Reserve Component payroll office to indicate what actions were taken (**T-1**).

5.1.2. Retain copies of error listings in the Reserve Component payroll office for three (3) months following the month in which all errors and management notices on the listing are cleared.

#### 5.2. Rejects.

5.2.1. Rejects to the payroll office occur when the transaction fails the DJMS-RC system edits, either because of mismatch of information, erroneous codes in the transactions, or because the payment/action has already occurred for the dates in the transaction.

5.2.2. The payroll office researches the transaction and supporting documentation, as well as the member's MMPA, to ensure all data in the transaction is correct.

5.2.3. The daily register of rejects (DROR) is used for control and resolution of all DJMS rejects. The DROR list is found on the WebDMO tab "Rejects." Rejects also print on the daily register of transactions as information for the input source.

5.2.4. WebDMO Auditor.

5.2.4.1. Receives DROR and submits copy of rejected transaction(s) and source document(s) to reviewer. Establishes suspense date for corrective action.

5.2.4.2. Determines cause of error, corrective actions needed, and who is to make corrections. Follows up after 3 workdays to ensure action has been taken on the rejects by reviewing that the lines were resubmitted and/or annotated.

5.2.5. Military Pay Technician assigned the reject(s).

5.2.5.1. Ensures rejected transactions are corrected and cancels improper transactions when appropriate. Ensures the error is corrected and new transactions are submitted within 2 workdays. Additional time may be required for research and resubmission of corrective transactions. (See [paragraph 5.2.5.2](#))

5.2.5.2. Annotate the applicable code (see Code Description below) in the Reserve Component Payroll Office disposition area on the DROR as well as, the explanation describing the action taken. Transactions with Memo Codes 0, 2, 3, 4, 5 and 7 remain on the "All to be worked" tab. Transactions with Memo Codes 1 and 6 are moved to the "Completed" tab.

**Table 5.1. Code Description.**

0 = Exit without action
1 = <a href="#">Correct and Resubmit</a>
2 = Error, doc returned to ISC
3 = Input made to update
4 = Pay record updated
5 = Member notified
6 = <a href="#">No Action Required</a>
7 = *Freeform

5.2.5.3. Annotate on the DTL with the Julian Date the corrected transactions were submitted.

5.2.5.4. Rejects for the MPF (MPF). When corrections are required to source documents submitted via MilPDS, return documents and DROR to MPF using CMS or AF Form 1373. The MPF makes the necessary corrections in MilPDS or submits a CMS case, with all supporting documentation, to have member's MMPA adjusted.

5.2.5.5. Rejects to DFAS. Transactions that cannot be processed because the effective date is outside immediate access storage, or the condition of the file does not allow processing, reject to DFAS-IN for action. Certain rejects automatically creates a CMS case at DFAS-IN. The Reserve Pay Office attaches the supporting documentation for the CMS case and annotate the CMS case number and date on the DROR.

5.2.5.6. Rejects for myPay. Inform the member that the transaction submitted via myPay rejected. Assist the member with correcting and resubmitting the transaction via myPay or Reserve Component Pay Office's submission of the transaction via WebDMO.

5.2.5.7. CMS Viewing. In order to view CMS cases, log into CMS. CMS cases can be searched using either the member's SSN or the CMS case number.

### **5.3. Recycling or Unposted Payment Action.**

5.3.1. Recycled transactions are transactions that are blocked when a system problem or certain transactions cannot be processed into a payroll update. The problem needs to be resolved before the transactions can be processed. They are reported on the Daily Register of Transactions or Recycles Tab. Most recycle and post to the MMPA within 30 days. Recycles try to process up to eight (8) times before rejecting.

5.3.2. The WebDMO Auditor:

5.3.2.1. Review and take action as required on listed transactions, maintaining suspense files no longer than five work days for each action **(T-1)**.

5.3.2.2. Provide to MPF a list of recycled transactions for their action via the AF Form 1373 or CMS with a suspense date of five working days **(T-1)**.

5.3.2.3. Provide to Military Pay Technician a list of recycled transactions for action with a suspense date of five working days **(T-1)**.

5.3.2.4. Analyze causes for transactions to be recycled **(T-1)**.

5.3.2.5. Determine training requirements to preclude future recycled transactions **(T-1)**.

5.3.3. Sequence Recycles. The recycle section shows selected transactions which passed inter/intra-record edits and validations but failed consistency edits because of being processed out of sequence. After a transaction passes inter/ intra-record edits and validation but fails to pass consistency edits because of timing sequence, it is recycled against the MMPA. Recycled transactions appear on the servicing Reserve Component pay office's Document Transmittal Record except when a member is in a permanent change of station status and an arrival transaction has not been received from the gaining station, in this case, they appear on the MPF's Document Transmittal Record. For code 1 transactions, DFAS contacts the prior Reserve Component pay office to obtain departure message. The Document Transmittal Record shows whether additional input is needed from the prior Reserve Component pay office or input source. These transactions are rejected if required transactions are not received.

5.3.4. All performance data, for accounts with no mailing address, recycles for up to eight paying updates (approximately four weeks) before rejecting. Units ensure that each account has a valid mailing address. Customer Support contacts the member and requests an address update via myPay or AF Form 1745, establishes a two day suspense and follows up on current and previous Daily Register of Transactions. When the address has updated, open the recycle line and press the Resubmit button. If the address has not updated, contact the member's unit and request a current address.

5.3.5. MMPA not fully gained. When the Reserve Component Payroll Office does not input the missing data within eight (8) recycles, the incomplete MMPA is rejected to the Reserve Component payroll office with the message: "NO MATCHING COMPLETE MASTER RECORD". The MPF has five days to gain a new member via MilPDS and the Reserve pay office has five days to gain a member to Defense Joint Military Pay System. When a document is missing, the office which has not provided the information works vigorously to have the member's MMPA updated within five days. A member who doesn't submit a completed in-processing packet has to be contacted and informed of the impact on his pay.

5.3.6. Active duty tours less than 30 days which have an end date past the high-date-paid on the schedule, may not be processed in advance with Air Force Reserve Orders Writing System-Reserve (AROWS-R)/Air Force Reserve Orders Writing System (AROWS).

5.3.7. TIN C05 that arrive at DFAS-IN after the Code 2 or Code 3 payroll run recycles until the next code update. Maintain all supporting documents for the payment in a suspense file, annotate the Daily Register of Transactions with the appropriate payroll date, line through the Document Transmittal Listing and initial, and annotate the resubmit date on the Document Transmittal Listing.

5.3.8. TIN B03 – Action type "1" recycles until the gain action is processed. If the gain action is not processed within seven recycles, the gain action rejects. DMO Input Clerk reviews DJMS for TINs AA1/A81/A06/A07/A08 and A18. If all TINs are present, check the sequence that the TIN B03-1 was processed and open the recycle feature within WebDMO to resubmit the transaction. Annotate the Document Transmittal Listing with the technician's initials and the Julian Date the transaction was resubmitted and maintain the original documentation in the folder with the current Document Transmittal Listing.

5.3.9. If the TIN B03 with action code “6” is processed during the suspended period it recycles until the suspension is lifted. Review DJMS to verify the suspense and contact the Retention Office to verify the suspense is correct in Defense Joint Military Pay System. If the system is incorrect, a TIN B03-8 needs to be processed.

5.3.10. When TIN 977 has a mobilization date later than the current date but less than 30 days in the future, TIN 977 recycles until the mobilization date has been reached. Annotate the Document Transmittal Listing with the Contingency Exercise Deployment order for members’ mobilization. Establish a management case file and include all required documentation (entitlements briefing, AF Form 1881, *Hostile Fire Pay Certification and MPO*, DD Form 114, *Military Pay Order*, DD Form 1561, *Statement to Substantiate Payment of Family Separation Allowance* and orders) to support payment of entitlements.

5.3.11. When a transaction recycled and then rejected, use the original document attached to the Document Transmittal Listing. This document is used as the source document to support the corrected transaction. The Defense Management Office Input Clerk should delete the prior transaction number on the document and ensure all required processing is completed.

#### **5.4. Management Notices.**

5.4.1. Management Notices are indicators of anomalies within the pay record that may or may not require corrective action. All notices are to be reviewed for possible action.

5.4.2. Front End Loader System. The Front End Loader System became a part of DJMS-RC processing in November 1994. The Front End Loader System does a cursory review of all incoming transactions to insure that the PAS code data is in the correct field, calculates money amounts for some transactions, and provides a count of processed and rejected transactions within the Front End Loader System.

5.4.2.1. Front End Loader System Error Report, UH022-0205 (Replaces UH022-2002). This report shows, by the first two positions of the PAS, any transactions rejected because of the edits done in FELS. It also shows transactions received by the first two positions of the PAS, total rejected and passed to DJMS-RC. This report is created for every day and coded update to DJMS-RC.

5.4.2.2. Front End Loader System edits transactions that cross a fiscal year and creates two transactions – each self-contained within a specific fiscal year. The UH022-0205 report provides a count, by PAS, of all transactions “added” by Front End Loader System.

5.4.2.3. The Front End Loader System Error Report may be viewed on both Report Web and the Sysout Archive Retrieval System.

#### **5.5. Assign Transactions to a User.**

5.5.1. Auditor can assign specific users to work lines within WebDMO via the Rejects, Recycles, or Management Notices Tab.

5.5.2. To assign transactions, user needs to be provided access by the System Administrator. Access can be verified by the icon (blue man with a green circle) at the top of the screen.

5.5.3. Transactions are assigned by checking the transactions and selecting the user from the drop down option and selecting ok.



5.5.4. The user selected is responsible for researching and correcting the assigned transactions. The assigned transactions can be located in the WebDMO Backlog files and are identified by the letter “Y” in the Assigned column.

## Chapter 6

### MANAGEMENT CASE FILES AND CASE MANAGEMENT SYSTEM (CMS)

#### 6.1. Management Case Files Requirements.

6.1.1. The Reserve Pay Office will establish and maintain Management Case Files for documents required to provide efficient service to its members (**T-1**). These documents are separate and distinct from those needed to support payroll actions and/or to be retired in accordance with AFRIMS. When documents are needed to support both payroll actions and Management Case Files, retain the originals payroll and/or AFRIMS files and place copies in the Management Case Files.

6.1.2. Management Case Files may be maintained in SSN, alphabetical or chronological sequence.

#### 6.2. Management Case File Contents.

6.2.1. Any document that pertains to the member's pay is filed in the Management Case File until no longer needed, retired, or purged and are separate from payroll files.

6.2.2. Documents listed in Attachment 9 may be filed in the applicable Management Case File.

6.2.3. A leave folder is maintained with relevant information on accrued leave, leave taken/sold and leave carried over to a subsequent tour.

6.2.4. Other files consist of bonuses, indebtedness, separations, retirements, dependency determinations or redeterminations, Article 15/Courts-martial, leave accounting records and any other discretionary files utilized by the Reserve Pay Office and maintained in accordance with AFRIMS.

#### 6.3. Case Management System (CMS).

6.3.1. CMS is an automated tool to submit and track personnel and pay issues. CMS allows users to send cases to the organization responsible to fix a pay or personnel problem. During the first workweek of each month, AFPC provides a report reflecting the timeliness of all CMS cases. The goal was changed in May 2019 to complete each case within 15 days. This change was not endorsed by DFAS and thus DFAS still works on the old goal allowing DFAS 20 days to work a case. To achieve the goal, the Reserve Component Payroll Office ensures priority is given to cases in their CMS workflow box.

6.3.2. CMS Timelines. Current Personnel/Pay guidelines provide the following timelines for working and reporting CMS statistics. Each agency is supposed to work the case in the following timeframes:

6.3.2.1. Base-level agency (personnel or finance) – 5 days

6.3.2.2. AFPC – 5 days

6.3.2.3. DFAS – 20 days

6.3.3. Use of CMS.

6.3.3.1. The Military Personnel Flight uses CMS to transfer certain types of information/documentation between base-level offices, AFPC and DFAS. Some examples include evaluations, separations, and accessions. These cases are identified as “process” instead of “problem” and are not subject to the Personnel/Pay timelines discussed in [paragraph 6.3.2.](#) above.

6.3.3.2. DJMS-RC Workarounds. DJMS-RC has not been updated to pay all entitlements authorized in recent legislation. As a result, workarounds have been developed which require establishing CMS cases to pass information to/from DFAS for updating military pay records.

6.3.3.3. DJMS-AC Workarounds. Reserve Component MilPDS transactions do not update DJMS-AC. CMS, in many cases, is used to notify DFAS to process typical personnel type transactions on DJMS-AC, such as Full-Time AGR Orders (initial and continuation), Statutory (STAT) Tours and Outside Continental United States (OCONUS) PCS Tours.

6.3.3.4. Host Aviation Resource Management (HARM). Payment of Career Enlisted Flyer Incentive Pay (CEFIP), Air Crew Incentive Pay (ACIP), Hazardous Duty Incentive Pay (HDIP), along with Assignment Incentive Pay for Remotely Piloted Aircraft (RPA) pilots and sensor operators, requires CMS Cases from the HARM to the Reserve Pay Office to update the military pay record.

6.3.3.5. Retention Office. Payment of Bonuses requires CMS cases from the Retention Office Manager to Reserve Pay Office to update the military pay record.

6.3.3.6. Reserve Pay Office. CMS is not intended for use by the payroll office to ask questions. CMS cases sent to DFAS requesting processing or policy information is returned to the base for closure.

6.3.3.7. The Reserve Pay Office does not close a case until it has verified all actions processed and the MMPA updated correctly. CMS is updated in each instance with an entry that MMPA was updated correctly and then the case can be closed.

6.3.4. CMS User’s Guide. The CMS User’s Guide contains a lot of useful and necessary information. It is located on the CMS site at: <https://www.my.af.mil/afpc2w20/CMSNet20/Default.aspx>

## Chapter 7

### DIRECT DEPOSIT, RETURNED FUNDS, AND LEAVE AND EARNING STATEMENTS

#### 7.1. Direct Deposit.

7.1.1. Description. Direct deposit is a payment method to automatically deliver a member's pay to a checking or savings account designated by the member.

7.1.2. Waivers for non-participation in the Direct Deposit of Pay Program may be granted by the unit or installation commander when circumstances dictate direct deposit is not feasible or practical. A waiver of greater than 6 months must be approved by AFRC/FMFQ or ANG/FMFF, whichever is applicable (**T-0**).

7.1.3. Establish a management case file for direct deposit waivers. Maintain all waiver requests in this file and review at the end of six months (**T-1**). Semiannually, reconcile the UH022-0888, Direct Deposit Participant Report and the waiver management case file to ensure each member has a direct deposit account in DJMS-RC. The UH022-0888 is maintained in accordance with AFRIMS.

#### 7.2. Establishing Direct Deposit.

7.2.1. A direct deposit can be established by the member or the reserve pay office. The member completes either a Standard Form 1199A or FMS Form 2231. Member can establish a direct deposit using myPay. In addition, member can stop, start or change direct deposit using myPay. The form contains the member's name, SSN, the name and address of the Financial Institution (FI), the RTN, type of account (savings or checking), account number, and signature of the FI representative. **Note:** If a member is changing financial institution or accounts they should be encouraged to leave old account open for at least one pay period.

7.2.2. The Reserve Pay office requires a voided check/deposit slip that should be attached to the direct deposit form. The Reserve Pay Office uses the voided check to verify the account information (routing number, account number and account type, etc.).

7.2.3. When an FI cannot be located on the DJMS Table 50, contact the Systems Liaison and Analysis Branch and provide the financial institution's information to request a company code. **NOTE:** The term, "Routing Transit Number (RTN)," is used by the Department of the Treasury and the Federal Reserve. It is synonymous with the term, "Transit Routing Number" used on the DJMS Table 50, Military Pay Online Inquiry screen."

7.2.4. Electronic Funds Transfer Receipt Problems. Problems related to FI proper receipt of Electronic Funds Transfer data should be referred to the member's servicing Reserve Pay Office or, as appropriate, Systems Liaison and Analysis Branch.

#### 7.3. Returned Funds.

7.3.1. Checks Returned by the United States Postal Service.

7.3.1.1. Director of Support Services, Accounting and Finance Division Cashier Branch (DFAS-IN/JFD) provides a returned check listing with required information regarding undeliverable check to the Director of Military Pay, Financial Services Division, Disbursement and Collection Branch.

7.3.1.2. The Disbursement and Collection Branch researches the MMPA for a current mailing address. If a different mailing address is available, the Disbursement and Collection Branch provides the Cashier Branch with the new address and the check is re-mailed. If a different address is not available, the original check is cancelled and disbursing places the funds into a suspense account awaiting disposition.

#### 7.3.2. No Current Mailing Address.

7.3.2.1. Each week, Reserve Pay Offices are furnished a cumulative report of checks returned to DFAS. The Reserve Pay Office updates the address or direct deposit fields on the MMPA (organizational addresses are not valid for DJMS-RC checks). Reference UH022-0450, DJMS-RC Pay Items Added to Suspense.

7.3.2.2. Funds are not to be released until the MMPA has been updated. Claims received from the member without validation from the payroll office are not to be processed.

7.3.2.3. Checks Older than Six Months. Reserve Pay Offices do not cash checks. When a member does not cash a check within six months, the Reserve Pay Office sends the check to DFAS-IN Replacement Checks. The member should receive a replacement check in approximately two weeks after DFAS has receipt of the uncashed check.

7.3.3. Non-Receipt, Lost, Stolen, or Destroyed Checks. A member submits a completed DD Form 2660, *Statement of Claimant Requesting Re-certified Check*, to request a stop payment on a check and to request a replacement check from the U.S. Treasury Department. For non-receipt of check, request should be made no earlier than seven (7) days after the check issue date to allow for any mail delays. The DD Form 2660 is validated by the Reserve Pay Office and forwarded to DFAS-IN. All requests for replacement checks are sent to the U.S. Treasury Department to ensure the original checks have not been cashed. The U.S. Treasury Department notifies DFAS-IN of the uncashed checks and DFAS-IN replaces the checks which takes 60-90 days.

#### 7.4. Held Pay for Returned Funds (Checks and Electronic Funds Transfer Payments).

7.4.1. Held Pay Transaction (TIN A43). The TIN A43 is used to place a member's military pay account in a held pay status due to returned funds, either check or Electronic Funds Transfer. When notified of returned funds, DFAS-IN processes the TIN A43 which also generates the following LES remark: "TOTAL NET PAY (AMOUNT) RETURNED. ACCOUNT PLACED IN HELD PAY STATUS". Reference reports UH022-0452, DJMS-RC National Guard Accounts and UH022-0453, DJMS-RC Reserve Accounts for those member's accounts in a held pay status.

7.4.2. The account remains in a Held Pay Status until an address or Electronic Funds Transfer change is processed. When the TIN A43 resulted from a returned check, the Reserve Pay Office processes one of the following transactions (TIN A07, A08, A10, (for foreign address) or TIN A18)) to release the held pay. When an Electronic Funds Transfer change is necessary, the member provides a completed direct deposit form and the Reserve Pay Office processes a TIN A18 (Electronic Funds Transfer direct deposit start/change/stop) to release the held pay. The release of the member's account from Held Pay Status creates the following LES remark: "FUNDS RELEASED FROM HELD PAY STATUS" followed by "FUNDS RECEIVED FROM (DATE), IN THE AMOUNT OF (AMOUNT)". Review UH022-0451, DJMS-RC Pay

Items Released from Suspense to verify when the funds have been released for payment. Notify the member that payment can take two weeks to process.

7.4.3. When additional pay transactions are received while the account is in Held Pay Status, those transactions are processed but are the held pay status with the following LES remark: "ENTITLEMENTS PROCESSED BUT NOT PAID, MEMBER STILL IN HELD PAY STATUS". All normal accounting records for disbursement and collections are created as if the account was not in held pay status.

7.4.4. When additional pay transactions are received on the same pay update as the release of held pay, then those funds are paid and released as normal.

7.4.5. When funds held in suspense are not claimed within six months, the proceeds are returned to the Line of Accounting (LOA) that originally disbursed the funds.

7.4.6. Management Notices. Management notices are produced for each account placed in a held pay status. The management notices are included in WebDMO and are produced on the 25th, 30th, 40th, 50th, 60th, 70th and 74th occurrence of held pay status. On the 75th occurrence, all held pay is released.

7.4.7. Reports. See Figure 7.3 for held pay reports produced. These reports are available in ReportWeb or Sysout Archive and Retrieval System.

**7.5. Leave and Earnings Statement (LES).** DFAS-IN prepares the DFAS Form 702, *Defense Finance and Accounting Services Leave and Earnings Statement* (Active and Reserve Forces), viewable via myPay.

7.5.1. A LES is generated whenever there is any activity on the pay record, (e.g. active duty, inactive duty, promotion/demotion, myPay changes, etc.)

7.5.2. LES Miscellaneous Remark. Payroll Office actions: Process a TIN D19 to send a message or explain pay processing actions to a member. (See [Table 7.1](#) for TIN D19 format).

7.5.3. LES Remark for Personnel Tempo High Deployment Per Diem. The purpose of this LES remark is to inform commanders and members of their accrued deployment days. Since October 1, 2000 servicing personnel offices forward deployment days to DFAS for posting to member's leave and earning statements.

**7.6. Mailing Addresses.** Member's mailing address in their MMPA is used for LES, W-2 and correspondence.

7.6.1. Addresses can be updated via virtual MPF, myPay or by the Reserve Pay Office processing of the TINs A07 and A08. **Note:** MilPDS address updates override the Reserve Pay Office's A07/A08 transactions. Updates from MilPDS, myPay, and WebDMO are processed on the same daily run, all of them reject. The Reserve Pay Office should contact MPF and the member to correct and resubmit the transactions. MilPDS is updated, and member does not need to do anything in myPay.

7.6.2. Address changes made using myPay and MilPDS. Inform the member that other personnel and pay systems may need to be updated with the new address. Some of these systems include the Government Travel Charge Card website, the Defense Travel System, the Thrift Savings Plan (TSP) website, and AROWS/AROWS-R.

**Figure 7.1. Held Pay Reports.**

UH022-450	Returned pay items added this paying update (detail in SSN sequence supporting UH022-152 total amount placed in suspense).
UH022-451	Held pay released this paying update (detail in SSN sequence supporting UH022-148 total amount released from suspense).
UH022-452	Status of guard accounts in HPS sorted in straight SSN sequence within each MPF.
UH022-453	Status of reserve accounts in HPS sorted in straight SSN sequence within each MPF.
UH022-454	Status of all accounts in HPS sorted in terminal digit straight SSN sequence (for central site review).

**Table 7.1. TIN D19-Miscellaneous LES Remark for Individual members and DJMS-RC Processed Transaction Lines.**

Data Element Name	Explanation
SEQUENCE	Numeric, greater than zero (0) and less than 11.
FILLER	Leave blank.
MESSAGE AREA	LES remark.
PAS CODE	Enter PAS.
ST-PGMA	Enter member's pay group and mobilization augmentee code. Enter state code for ANG.

## Chapter 8

### INACTIVE DUTY TRAINING

**8.1. Entitlements.** Reference DOD 7000.14-R, Volume 7A, Chapter 58, for pay and allowances for Inactive Duty Training. AFI 36-2254, Volume 1, *Reserve Personnel Participation*.

**8.2. Change in Authorized Number of Paid UTAs or Inactive Duty Training.**

8.2.1. To change the maximum number of paid UTAs or IDTs previously authorized in a member's MMPA, the Reserve Pay Office may process a 020 transaction to increase the number of UTA/IDT authorized. The maximum number of UTA/Inactive Duty Training is 60. (See [Table 8.1](#)),

8.2.2. At the beginning of each Fiscal Year, the maximum number of authorized paid Inactive Duty Trainings automatically converts to the standard number authorized for the member's pay training category, (e.g., Category A = 48, Category B = 24). ANG, 48 UTAs for prior service members and 36 UTAs Assemblies for NPS.

8.2.3. ANG proficiency training and training preparation assemblies are not included in the total number of UTAs authorized.

**8.3. Additional Flight Training Periods.**

8.3.1. Members assigned to certain organizations and authorized to perform flights, may be paid for Additional Flight Training Periods.

8.3.2. The HARM Office submits documentation to the Reserve Pay Office for the payment of incentive pay entitlements for members AFTP. Only 16 AFTPs may be paid in any one quarter.

**8.4. Maximum Daily Authorization.** Members may be authorized a maximum of two (2) paid UTA or IDT in a calendar day. A member may also elect to perform one (1) paid and one (1) non-paid UTA or IDT or a number of various other options (does not include active duty) depending on civilian or military status and the training requirements of the member's position.

**8.5. Time of Payment.**

8.5.1. The documentation to pay entitlements for inactive duty training is submitted not later than two workdays after the duty is performed and needs to accurately account for the member's duty status.

8.5.2. When a member is paid for inactive duty training, DJMS-RC interfaces with the Point Credit Accounting and Reporting System (PCARS) to update the member's points summary.

8.5.3. Funeral Honors Duty and Readiness Management Period are Inactive Duty.

**8.6. Reporting IDT Periods for Pay.**

8.6.1. IDT. Submit a TIN B11 for Inactive Duty Training, UTA, appropriate duty, equivalent training, or proficiency training. (See [Table 8.2](#))

8.6.2. Reserve Pay Office. TINs B10 and B11 are automated through UTA Processing System (UTAPS) web for AFR members unless outside Immediate Access Storage.

8.6.3. Additional Flying Training Period. Submit a TIN B10 for AFTPs. (See [Table 8.3](#))



8.6.4. Incentive Pay for IDT. Submit a TIN B13 to pay incentive pay that was not paid with the TINs B10 or B11.

8.6.5. Collection of Inactive Duty Training/Incentive Pay. Submit a TIN B12 to collect days of UTAs or AFTPs or incentive pay for UTAs or Proficiency Training that were paid in error. (See [Table 32.2](#)),

**8.7. UTA Processing System (UTAPS).** (For AFR Payroll Offices only).

8.7.1. UTAPS Description. UTAPS is an AFRC data collection and management information system designed to provide commanders with individual UTA participation information. UTAPS is used to process military pay and participation information transactions.

8.7.2. Reserve Pay Offices, MPFs, and AFR units use UTAPS for UTA payroll processing.

8.7.3. AF Form 40, *Authorization for Individual Inactive Duty Training* (AFR and Individual Mobilization Augmentees Only). Only used under emergency situations (loss of primary and backup systems, off-site UTA with no automated sign-in capability, etc.). However, the unit enters the information into UTAPS and forwards to the Reserve Pay Office when the UTAPS is operational.

**Table 8.1. TIN 020 – Inactive Duty Training Periods Authorized.**

Data Element Name	Explanation
COMMON DATA	See <a href="#">Table 2.1</a> . or <a href="#">Table 2.5</a> .
UTA AUTHORIZED	Two digits for the total number of UTA s authorized for the Fiscal Year.
FISCAL YEAR	Two digits for Fiscal Year. Needs to equal current, first, second, third, fourth or M prior Fiscal Year.
COMMON DATA: PAS, ST-PGMA , TIN, AND SUBMISSION DATE	See common data <a href="#">Table 2.1</a> . or <a href="#">Table 2.5</a> .

**Table 8.2. TIN B11 – Inactive Duty Training.**

Data Element Name	Explanation
COMMON DATA	See <b>Table 2.1.</b> or <b>Table 2.5.</b>
YEAR	Two digits of calendar year of performance.
ATTENDANCE PERIOD/SESSION	Code for scheduled period: - First period/session of the day. - Second period/session of the day.
MONTH ATTENDED - UTA	Two digits for scheduled month. Zero-fill for mobilization augmentees.
DAY ATTENDED - UTA	Two digits for first scheduled day. Zero-fill for mobilization augmentees.
ATTENDANCE PERIOD	Code for attendance period: - First period/session of the day attended. - Second period/session of the day attended.
MONTH ATTENDED - UTA	Two digits for attendance month.
DAY ATTENDED - UTA	Two digits for attendance day.
Data Element Name	Explanation
NONPAY IDENTIFIER	Enter "Y" if attendance being reported is for non-pay (points only). Leave blank if attendance should be paid.
PROFICIENCY TRAINING CODE	Space or 4 if ANG member. Space if United States Air Force Reserve member.
FILLER	Leave blank.
INCENTIVE PAY TYPE	Appropriate incentive pay code.
Accounting Processing Code	Needs to be valid Accounting Processing Code and valid for IAD dates. Needs to be present on Table 40. Leave blank if NONPAY INDICATOR (position 44) is "Y". Otherwise, Accounting Processing Code has to be present.
COMMON DATA: PAS, ST-PGMA , TIN, AND SUBMISSION DATE	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>

**Table 8.3. B10 – Additional Flying Training Periods.**

Data Element Name	Explanation
COMMON DATA	See <b>Table 2.1.</b> or <b>Table 2.5.</b>
YEAR	Last two digits of calendar year of performance
ATTEND PERIOD	Code for scheduled period: - First attendance period of the day. - Second attendance period of the day.
MONTH ATTENDED - Additional Flying Training Period	Two digits for attendance month.
DAY ATTENDED - Additional Flying Training Period	Two digits for attendance day.
INCENTIVE PAY TYPE	Incentive pay code.
Accounting Processing Code	Needs to be valid Accounting Processing Code and valid for IAD dates. Cannot be blank. Has to be present on Table 40. See Chapter 41 for more information.
COMMON DATA: PAS, ST-PGMA , TIN, AND SUBMISSION DATE	See common data <b>Table 2.1.</b> or <b>Table 2.5.</b>

## Chapter 9

### ACTIVE DUTY PERIOD

#### 9.1. General Procedures and Requirements.

9.1.1. Entitlements. Reference the DOD 7000.14-R, Volume 7A, Chapter 1, for entitlement to basic, special, and incentive pays, and allowances for active duty. This Chapter addresses the payment procedures for basic pay and allowances, including allowable travel time.

9.1.1.1. Allowable Travel Time. Reference the DOD 7000.14-R Volume 7A, Table 1-6. Reserve Pay Office's compute allowable travel time for all periods of active duty and include authorized travel time in the pay transaction. See Chapter 29 of this regulation for determination requirements when leave is involved.

9.1.1.2. Mileage Only Reimbursement. Air Reserve Order Writing System – Reserve (AROWS-R) has a feature for Reserve Personnel Appropriation (RPA) and Military Personnel Appropriation (MPA) orders which allows members to be reimbursed for mileage only on orders using the Tour of Duty Certification or by submitting a properly annotated order from AROWS-R. This mileage only reimbursement is for members who are commuting from home to the duty station and are authorized one round trip from home to the duty location and return without any other underlying Temporary Duty Status orders.

9.1.1.3. AFR Only: The Reserve Pay Office will download mileage only files for Tour of Duty Certification orders from AROWS-R to import into WebDMO (**T-1**). **Note:** The mileage only transaction is processed with the tour transaction automatically. DO NOT process the mileage only by itself. The only exception is that the order has already been paid via DJMS-RC in which case the Reserve Pay Office would also process TIN D19 to add a remark to the LES.

#### 9.1.2. Allowances.

9.1.2.1. Basic Allowance for Subsistence (BAS). The reserve pay office processes a TIN C01 (short tour) or TIN A31 (long tour) for member to receive BAS. Both Enlisted and Officer members are eligible to receive BAS IAW DOD 7000.14-R, Volume 7A. See Chapter 12 of this regulation further information.

9.1.2.2. BAH. The reserve pay office processes a TIN C02 (short tour) or TIN A32 (long tour) for members to receive the proper BAH. Both Enlisted and Officer members are eligible to receive BAH IAW DOD 7000.14-R Volume 7A. See Chapter 13 of this regulation for further information.

#### 9.1.2.3. Other Pay and Allowance Entitlements.

9.1.2.3.1. Short tours and payments of incentive pays (Aviation Incentive Pay (AvIP), Hazardous Duty Incentive Pay (HDIP), etc.) require specific data elements in the transactions each time the entitlement is payable.

9.1.2.3.2. Reference the DOD 7000.14-R, Volume 7A to determine entitlements and submit the C01 or the TIN C02 to pay allowances for active duty less than 30 days. The TIN C04 and TIN C05 should be used to retroactively pay allowances not included in the TIN C01 or TIN C02. The TIN A24, A31 or A32 transaction should be used to pay allowances for active duty tours 30 days or more.

## **9.2. Supporting Documents required for Pay and Allowance.**

9.2.1. Member needs to present orders with tour statement or machine-generated equivalent (PCN N130070) attached to orders without the tour statement to reserve pay office to start pay and allowances.

9.2.2. There are exceptions to orders requirement. They are:

9.2.2.1. Unit is place on active duty (see [paragraph 9.5](#)).

9.2.2.2. Member is part of an Individual Ready Reserve muster (see [paragraph 9.7](#)).

9.2.2.3. IADT tours for non-prior-service members (see Chapter 10).

9.2.2.4. Member of the Armed Forces Health Professions Scholarship Program performing their annual 45 day tour of active duty

9.2.3. AFR Payroll Procedures.

9.2.3.1. Orders. The AF Form 938, AROWS-R orders, or Tour of Duty Certification (TODC) AROWS-R orders are the only forms of active duty orders authorized to be used by AFR units to process military pay entitlements.

9.2.3.2. TODC of AROWS-R orders. AROWS-R allows TODC information to be imported into WebDMO for the processing of military pay transactions. Within AROWS-R, members enter departure and arrival dates, electronically sign the certificate, and request approval.

9.2.3.3. Payroll Submission for Payment. A reservist should send a signed and certified AF Form 938, certified AROWS-R order, or TODC in AROWS-R to the Reserve Pay Office within five (5) workdays of completion of the active duty tour. Individual Mobilization Augmentees send their forms to the nearest Reserve Pay Office.

9.2.3.4. Certified Tour Dates Do Not Agree with Orders. If the certified tour start or release date does not agree with order's tour start or release date a modification to the order is required.

## **9.3. Active Duty – General Instructions.**

9.3.1. Unit Responsibilities.

9.3.1.1. Provide required documents ([paragraph 9.2](#)) prior to member's departure to active duty.

9.3.1.2. Provide member with reserve pay office's fax number for submitting official documents

9.3.1.3. Provides the Reserve Pay Office's fax number for the members use in submitting documents to the Reserve Pay Office.

9.3.2. Member Responsibilities.

9.3.2.1. Member prepares and submits an active duty order, certified statement of duty and all other required supporting documents for pay and allowances to reserve pay office.

9.3.2.2. Member sends final statement of duty to their reserve pay office at the end of 30 days or more tours.

#### **9.4. Reserve Pay Office General Payroll Processing.**

9.4.1. Determines Entitlements per [paragraph 9.1.2](#) and DOD 7000.14-R Volume 7A

9.4.2. Review the member's DJMS-RC MMPA for accuracy of personnel and financial data. Submit the required transactions to correct or update data on member's MMPA or to establish a complete account.

9.4.3. Payment Procedures.

9.4.3.1. Payroll Processing. The Reserve Pay Office uses the orders and other supporting documentation to determine entitlements and process the applicable transactions to update the member's MMPA.

9.4.3.2. Adjustments to Tours/Payment of Tours. When the Reserve Pay Office discovers a tour has been terminated early and the member has received payment based on the original end-date, the overpayment between the correct end-date and the original end-date needs to be recouped by processing the TIN C03.

#### **9.5. Payment for Tours of duty.**

9.5.1. Payment of the Long Tour – 30 Days or More.

9.5.1.1. Pay Computation. The Reserve Pay Office computes the number of days of active duty, including allowable travel days (if any), and submits a TIN A24, plus any additional transactions to update the member's MMPA. Once established, all entitlements continue to pay bi-monthly for the duration of the tour, unless specifically stopped by the Reserve Pay Office. Pay is based upon a 30-day month, regardless of the actual number of days in the month, and leave accrues. (See DOD 7000.14-R, Volume 7A, Chapter 57)

9.5.1.2. Pay Frequency. Members are paid via direct deposit based on the coded run at the time of input or bi-monthly if on a long tour of 30 days or more.

9.5.2. Short Tour Payments – Less than 30 Days.

9.5.2.1. Except for annual training tours and Individual Ready Reserve muster, short tours of active duty, including seminars, are paid after the tour ends. For advance certification of payment, see [paragraph 9.5.3](#)

9.5.2.2. Pay to Member After Completion of the Tour. Payments after the tour has been completed are generated by using check disposition code "1" on the TIN C01. These transactions cannot be processed until the tour-end date is equal to or less than the coded run date. Additional entitlements, other than incentive pay, BAH and BAH-Partial, or BAH with-dependents, may require the input of additional transactions.

9.5.2.2.1. To minimize inconvenience to the member, do separate transactions for any tours which fall both inside and outside of Immediate Access Storage. Pay is based upon 1/30 of the monthly rate times the number days of active duty for the tour.

- 9.5.2.2.2. TINs C01 and C02, which fall outside Immediate Access Storage, automatically reject.
- 9.5.2.2.3. The Reserve Pay Office may use the TIN D02 to pay tours outside Immediate Access Storage. (See Chapter 36)
- 9.5.3. Advance Certification of Payment: To qualify for advance certification of payment, there needs to be at least ten (10) members performing as one unit and the tour length needs to be at least 12 days or more. Any exception to this has to be authorized by ANG/FM. AFRC/FM does not approve precertification for individual members for short tours.
- 9.5.3.1. Advance certification payments have to be requested by the unit commander.
- 9.5.3.2. Payments to be disbursed at or before the tour is completed, i.e., annual training, use check disposition Code 3 on the TIN C01. These transactions cannot be processed prior to the member's reporting date, but may be processed prior to the tour end-date. Payments with an end date past the high-date-paid for that payroll cycle recycle until the appropriate payroll date.
- 9.5.3.3. If the member does not complete the tour prior to the transaction processing, a TIN C01 with "Yes" selection from the DMO "Yes/No" election cancels the recycling transaction to prevent overpayment."
- 9.5.3.3.1. Payment is generated by DFAS on the coded run which coincides with the last date of duty.
- 9.5.3.3.2. The payment is sent to the member's bank and the LES is posted on myPay. In rare cases (for example, Reserve Pay Office /Finance did not receive member's direct deposit form), member's check and LES is mailed to the home address as show on the MMPA. Direct Deposit is mandatory.

**9.6. Seminars.** Seminars are paid the same as regular short and long tours of active duty.

**9.7. Payroll Office – Individual Ready Reserve Muster.** Start date of tour is equal to or before coded run date and end date of tour is equal to or before the high date paid. If the end date is past the high date paid, the transactions recycle until the end date is equal to or before the high date paid. Individual Ready Reserve Muster is paid by Direct Deposit.

**9.8. Other Types of Active Duty Training.**

9.8.1. Individual Annual Active Duty Training, Pay Group B, D, and None. Code "A" is 48 Inactive Duty Training/15 Active Duty Training; code "B" is 24 Inactive Duty Training/15 Active Duty Training; code "D" is 15 Active Duty Training; code "F" is Initial Active Duty Training.

9.8.2. High Performance Incentive Program and ROTC members. (See Chapter 31)

**9.9. Pay Status Codes.** Pay Status Codes and Active Duty Status Codes. The pay status code indicates the member's military status. Each pay status code enables or disables the processing of military pay transactions on the member's MMPA.

### 9.9.1. Pay Status.

9.9.1.1. The member is usually in a pay status code of “A” which allows the member to perform 48 drills each fiscal and attend 12-14 days of annual training each fiscal year. Any other pay status has some effect on the member’s authorization to perform drills and be paid for those drills or active duty days.

9.9.1.1.1. The pay status code appears on the MMPA under entitlements data.

### 9.9.1.2. Active Duty Status.

9.9.1.2.1. The active duty status code appears in the mobilization data of the MMPA under the ACTIVE-DUTY-CODE field; however, it is entered on the TIN A24 in the pay status field, card column 16.

9.9.1.2.2. A pay status code of K, S, or Y posts to the ACTIVE-DUTY-CODE field of the MMPA. These codes do not change the PAY-STATUS field of the MMPA.

## 9.10. TINs C01, C02, and A24.

9.10.1. TIN C01 General Processing Information. The TIN C01 pays individuals for active duty tours of less than 30 days. Submit advance certified tours to ensure payment on the selected pay update.

### 9.10.2. TIN C02 General Processing Information.

9.10.2.1. When a member is in two different BAH statuses during the tour and one status is BAH STAT type II, the processing of two TINs C01 and C02 sets may be required.

9.10.2.2. The order number on the first and second TIN C02 cannot be the same. The DJMS-RC system checks the last three positions of the order and rejects the transaction if a duplicate is found. The first position of the order number is always numeric.

9.10.2.3. AFC Order Number Changes. When a second TINs C01 and C02 set is required, change the order number of the second TINs C01 and C02 set to ensure the DJMS-RC audit criteria is satisfied. For example, if the order number is 030, use 30A for the other set. The last position of the order number is to be changed to an alpha character, otherwise, the transaction rejects.

9.10.3. TIN A24 General Processing Information. See [paragraph 9.9](#) and see Chapter 24 for active duty payments to Health Professions Scholarship Program, Financial Assistance Program, Specialized Training Assistance Program, and ROTC participants.

### 9.10.4. Pay Status Start Date Rules.

9.10.4.1. When the Pay Status equals “A”, the start date has to equal zeros

9.10.4.2. When the Pay Status is extended before the final payment and the Pay Status remains the same, insert the same start date as in the original TIN A24.

9.10.4.3. When the original TIN A24 Pay Status start date is older than 250 days before the current run date, allow the original TIN A24 to pay out, then submit a new TIN A24 with a Pay Status start date 1 day greater than the original stop date.

9.10.4.4. When the Pay Status is curtailed, enter the original or adjusted start date. The start date cannot be 30 days greater than the run date if the Pay Status is M, O, T, U, X, Z.



9.10.4.5. When reporting pay status B, D, E, F, G, H, or I, show the effective date in both the Pay Status start and Pay Status stop dates.

9.10.5. Pay Status Stop Date Rules.

9.10.5.1. If the pay status equals "A", the stop date has to equal 999999.

9.10.5.2. When the Pay Status is extended before the final payment, and the Pay Status remains the same, insert a new end date with the original start date.

9.10.5.3. In the TIN A24, to extend Pay Status codes M, O, T, U, X, or Z, insert the ending date if the original tour has not paid out. Otherwise, submit a new TIN A24 with an effective date of the day after the original tour end date.

9.10.5.4. When the tour is curtailed, enter the original start date with the new stop date.

9.10.5.4.1. The stop date has to always be equal to or greater than Active Duty-PD-TO-DT (Active Duty Paid to Date) on the MMPA.

9.10.5.4.2. When the tour is curtailed before Active Duty-PD-TO-DT, use Active Duty-PD-TO-DT as new end date. Process a TIN C03 to collect overpayments.

9.10.6. To terminate the Pay Status from Pay Status codes M, O, T, U, X, or Z, due to discharge, separation, or death of member, insert the date of discharge, separation, or death, using the same Pay Status code and start date as in the original TIN A24.

9.10.6.1. When the PAS code is S801FB2B and the Pay Status is "O", then the Pay Status end date cannot be greater than 45 days later than the start date.

9.10.6.2. Cannot be greater than 360 days from the start date when the Pay Status is M, O, T, U, W, X, or Z and TIN A24 is being submitted before the effective date. If the TIN A24 is submitted after the effective date, this rule does not apply.

9.10.6.3. When reporting Pay Status B, D, E, F, G, H, or I, show the effective date in both the Pay Status start and Pay Status stop dates.

9.10.6.4. For long tours, when the order is cancelled and a new order generated, submit a CMS to DFAS to change the APC and order data.

**9.11. Active Duty without Pay.** Members performing active duty without pay may be entitled to BAS and BAH per the DOD 7000.14-R, Volume 7A. However, members are not entitled to BAS or BAH for inactive duty training.

9.11.1. Payment Procedures. The Reserve Pay Office prepares a DD Form 114 with the applicable entitlement information and sends it to DFAS-IN. Requests are submitted by the MPF or other appropriate office to update the members point summary in PCARS.

9.11.1.1. When the MMPA is established, prepare the TIN D02 transaction to make payment of allowances and provide an explanation of actions using the TIN D18.

9.11.2. When no MMPA exists, prepare a voucher for payment and forward to DFAS-IN.

## Chapter 10

### NON-PRIOR SERVICE BASIC TRAINING

**10.1. Introduction to Basic Military Training.** Each enlistee attends Basic Military Training (BMT) and attends technical training to obtain the 3-skill level of the assigned Air Force Specialty Code. Reference AFMAN 65-116 Vol 3, Ch. 2 for guidance and procedures required to establish a MMPA.

**10.2. Supporting Documentation.** ANG and AFR issue written orders for IADT which includes BMT, technical training, and/or on-the-job training. The MPF publishes the IADT orders using AROWS or AROWS-R and ensures all amendments are submitted to the Reserve Pay Office to ensure pay dates are updated. A pay date is established when a member performs at least two IADT periods.

#### 10.3. Allowances.

10.3.1. BAH. See Joint Travel Regulation (JTR) Chapter 10, paragraph 100906.

10.3.1.1. Member provides a lease/rental agreement or mortgage statement prior to the IADT orders published date to support entitlement to BAH.

10.3.1.2. Military Married to Military. Member provides the status of the spouse while attending IADT to ensure BAH is paid appropriately. Member should provide the contact information for the spouse's organization to determine spouse's status. When the member's spouse is in an active duty status the BAH entitlement for both members should be reviewed to ensure the allowance is paid correctly. When the spouse is not in an active duty status during the IADT period, the member attending IADT is entitled to "with dependent" rate BAH.

10.3.2. BAS. See DOD 7000.14-R Volume 7A, Chapters 25 and 57. **NOTE:** NPS members are not entitled to BAS during BMT. They may be entitled while attending Technical Training.

10.3.3. Family Separation Allowance. See DOD 7000.14-R Volume 7A, Chapters 27 and 57

#### 10.4. Reserve Pay Office Actions (Out-processing).

10.4.1. Ensure member was completely gained in DJMS-RC prior to accomplishing out-processing actions.

10.4.2. Verify current dependency and residency status.

10.4.3. Ensure member has established Direct Deposit and access to myPay.

10.4.4. Ensure member's NPS Indicator is "6" on MMPA. To correct the NPS Indicator and prevent a TIN A24 reject, the Reserve Pay Office should process a TIN A09N.

10.4.5. The Force Development Officer is to provide the NPS member an out-processing checklist to out-process organizations. Establish a Management Case File and maintain all supporting documentation (orders, out-processing checklist, etc.).

**10.5. Reserve Pay Office Actions (Date Order Starts).**

10.5.1. Verify the A24 posted to WebDMO during the AROWS/AROWS-R import. NPS orders need to state whether spouse is on orders, spouse's unit contact information, and who receives BAH at the "with dependent" rate when other dependents are involved and both members are on active order. If the spouse is not on orders during the period of the NPS orders, the NPS member is entitled to BAH "with dependent" rate.

10.5.2. Verify the pay status code "V" is the pay record type. Any other pay status rejects with error message "MEMBER IS NON-PRIOR SERVICE – PAY STATUS NOT AUTHORIZED."

10.5.3. When the long tour transaction is not input prior to the final payment (TIN E01 with a payment indicator of "X"), a pay status of "W" automatically is generated.

**10.6. DFAS Disbursing (TIN E01).**

10.6.1. When the MMPA has not been established, the TIN E01 rejects. All subsequent TIN E01 transactions post to the accounts receivable record.

10.6.2. Process a TIN A24 (long tour) transaction when the Reserve Pay Office has not processed a TIN A24. The TIN E01 processed date is used as the TIN A24 start date and the E01 voucher date is used as the TIN E01 stop date. **Note:** When the "V" status was not previously established on the TIN A24, dates in the TIN E01 transaction establish a pay status of "W" on the MMPA. DJMS-RC generates two UH022-176 MMPA prints with messages "E01 FINAL PS NOT V/W" and "E01 X/R-MBR-NOW PS W."

**10.7. Reserve Pay Office Actions. (TIN A24 Long Tour Transaction Not Submitted Prior to E01 Transaction)**

10.7.1. Create a CMS case, attach a copy of the NPS order, and submit the CMS case to DFAS-IN, when the E01 has not processed within the first week of member departing for BMT or rejects because the TIN A24 was not processed.

10.7.2. If the long tour transaction (TIN A24V) is not input prior to the E01 posting, a pay status of "W" may (not always) systematically be generated for approximately three to five days of pay. If this occurs, for pay to continue, the Reserve Pay Office needs to post the TIN A24W using the day after the date reflecting on "PAY-STAT-STP-DT" on Page 2 of member's MMPA for TIN A24 start date.

10.7.3. Correct the member's calendar prior to correcting the order dates.

10.7.3.1. Submit a TIN A24A transaction with 000000 start date and 999999 end date.

10.7.3.2. On the next business day, process a TIN A24W transaction with a start date following the E01 dates.

### 10.8. Reserve Pay Office Actions (End of IADT).

10.8.1. In-process member and maintain a copy of the travel voucher. Review AROWS/AROWS-R and the travel voucher to verify the dates. Contact the MPF, when an adjustment to the end date is required. (Amendments should have been processed via AROWS/AROWS-R prior to member in-processing and changes should be reflected on member's calendar). When the member has been overpaid due to a change in the end date, prepare a DD Form 139, *Pay Adjustment Authorization* to collect the overpayment and attach a copy of the travel voucher as supporting documentation.

10.8.2. Prepare a DD Form 139 to pay BAS for the travel days and use a copy of the travel voucher as supporting documentation. (See DOD 7000.14-R Volume 7A, Chapter 25)

10.8.3. Prepare a DD Form 139 to collect BAS/Discount Meal Rate. (See DOD 7000.14-R Volume 7A, Chapter 25, paragraph 250204) The Discount Meal Rate collections are mandatory and are made day-for-actual-day, not a 30-day month basis.

10.8.3.1. Collect 25 percent of the Discount Meal Rate for the first and the last day of assignment in situations requiring mandatory collection, the maximum allowed to collect at 25 percent is two (2) travel days. A member transitioning directly between two mandatory meal collections situations is treated as though the collection period were continuous and does not receive the 25 percent reduced charge for the transition. Input the Discount Meal Rate start date (date member arrives Tech School) and Discount Meal Rate end date (date member departs Tech School).

10.8.3.2. Calculate the DISCOUNT MEAL RATE from the date of departure from BMT to the date of departure from Technical Training School. Example: A member leaves BMT on 4 May and arrives at Technical Training School on 4 May. The member takes authorized leave from 23 May to 25 May. The member graduates Technical Training School on 30 Jun. The member departs for his/her Permanent Duty Station on 1 July and in-processes with the Reserve Component Pay Office on 2 July. 4 May: Collect the full amount of the DISCOUNT MEAL RATE since this is the day member transitioned directly between two mandatory meal collection situations; 5 – 22 May: Collect the full amount of the DISCOUNT MEAL RATE; 23 – 25 May: Leave days, do not collect DISCOUNT MEAL RATE, member is entitled to BAS; 26 -30 Jun: Collect the full amount of DISCOUNT MEAL RATE; 1 July: Collect 25 percent of the DISCOUNT MEAL RATE.

10.8.3.3. Process a DQ03/DQ07 using the FF80 (see **Figures 10.4** and **10.5**) screen to establish the debt and collect at 100 percent. (Reference **Figure 10.1** for a break out of the FF80 in DISCOUNT MEAL RATE Collection.) **Note:** In Card Column 56 "Z" releases the payment and "3" collects at 100 percent. Ensure the DQ03 processed to the member's Accounts Receivable record. The DQ07 is system generated.

10.8.4. Prepare a DD Form 139 and process a TIN C04 to pay BAS for the day of travel to BMT and the day of travel from BMT, when member does not attend technical training. Do not pay B on the day member transitions directly from BMT to technical training. Member is authorized BAS on the departure day from technical training.

10.8.5. Prepare a DD Form 139 and process a TIN C03 transaction to collect the BAH using a copy of the travel voucher as supporting documentation. The Component of Pay in the TIN C03 is "35, BAH II."

10.8.6. Prepare a DD Form 139 and process a TIN C04 transaction to adjust member's BAH (see JTR Chapter 10). Members receiving BAH-P are authorized BAH-T (BAH Reserve Component or BAH-II) on date of departure from Technical Training School to date of arrival at PDS. Process a TIN C04 to pay the BAH-II for the same dates used in the C03 to collect BAH II.

### 10.9. Early Return from BMT or Technical Training School.

10.9.1. Reference Chapter 29 for leave procedures. Members who did not complete entry level training, leave sell back is not authorized.

10.9.2. Do not process Discount Meal Rate if the member return is during BMT. Member is not entitled to BAS until a BMT graduate.

10.9.3. Process Discount Meal Rate /BAS-T/ BAS if member arrived at Technical Training and was returned to PDS for any reason.

**Figure 10.1. FF80, Miscellaneous DQ03 for Discount Meal Rate Input.**

Explanation
“0” Zero
DQ03
SSN
First five (5) of last name on record in DJMS-RC
Date member departs BMT (Start date of Discount Meal Rate)
Last date of member's Discount Meal Rate collection (Date member departs Tech School)
Amount of Discount Meal Rate (zero fill, amounts are to the right) 0055908
Pay and Allowances '1'
PAS Code in MMPA Page 2
Fiscal Year collection is being generated
Leave Blank
Z to unsuspended the debt
3 to collect against all pay and allowances at 100 percent
Leave Blank
Component of Pay “MY”
MPF Code
NPS Order Number this is posting against
“W” for Reserve Component Pay Office Input

**Figure 10.2. Reserve Pay Office Actions.**

**SUBJECT:** How to Gain BMT members.

Please follow the steps below for their accession to flow properly and ensure prompt processing of the member's pay.

It is the new member's responsibility to complete the pay documents and turn them into the Reserve Pay Office before departing for Joint Base San Antonio-Lackland. The Reserve Pay Office posts the transactions listed below.

The pay office needs to verify that Personnel has posted the TIN AA1 transaction to the member's MMPA.

If the TIN AA1 is showing on the member's MMPA:

Post TIN A06

Post TINs A07 and A08 if not already input by Force Support Squadron Personnel

Post TIN A18 for Direct Deposit

**Note:** If the Reserve Pay Office has a member that needs to be force-gained (member has a SURF in MilPDS, but no TIN AA1 transaction posted to MMPA), please review instruction for CMS Case for force-gain. The items above need to be posted in chronological order as soon as the TIN AA1 is in transaction history. Post a TIN A24W on the date the member departs for Joint Base San Antonio-Lackland for BMT.

It is the Reserve Pay Office's responsibility to follow-up on all accession transaction postings to ensure the member's pay posts correctly. Monitor the BMT member's pay to verify they are properly gained and are receiving pay on schedule.

**Note:** The Reserve Pay Office should not be posting the TIN B11 from a manual AF Form 40a from when the member is sworn in by the Recruiter. The AF Form 40a should be processed through Unit Training Assembly Processing System (UTAPS) Web. If the UTA PS Web transaction rejects, the pay office then needs to post the rejected TIN B11.

For a BMT member, the TIN A09N with "S" transaction is used only if the NPS indicator on Page #1 of the MMPA is reflecting a "6".

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Procedure for Establishing A CMS Case to Request a Force-Gain for a Reservist Member:

1. For Prior Service Member: The Reserve Pay Office should be notified well in advance by the Employment Section (Personnel) about all member's newly assigned to the unit. If the pay office is not receiving a list of prior members, the Reserve Pay Office needs to coordinate this effort with the Employment Section. **Note:** There may be some communication delay for the member whose gain package is coming from a Geographically Separated Unit (GSU).

2. For NPS Member: The Reserve Pay Office should be notified well in advance by the Relocations Office (Personnel) about all new members scheduled for BMT. Also, the pay office needs to be proactive themselves in contacting Relocations weekly to verify if there are new members expected to leave for BMT in the current week. **Note:** There may be some communication delay for the member whose gain package is coming from a GSU.

3. If the BMT member has no MMPA established, meaning no “AA1” transaction, and a SURF exists in MilPDS for the member, the Reserve Pay Office should establish a CMS Case to request a “force-gain” for the new member. The Reserve Pay Office should not wait until the member departs for BMT to establish a CMS Case to get the MMPA created.
4. When the Reserve Pay Office needs to request a force-gain for a Reservist member, a CMS Case needs to be established by the pay office. (Force-gain, means there is no “AA1” transaction posted on member’s MMPA.) The pay office needs to include detailed information in the CMS Case in addition to the statement requesting an “AA1”. Please follow all instructions below to ensure member is gained correctly and to prevent a delay in DFAS processing the request.
5. Required documentation the Reserve Pay Office needs to attach to the case:  
Copy of the member’s personnel SURF  
Assignment Order or Enlistment Order
6. To request a force-gain for a Traditional Reservist member that the Reserve Pay Office provides customer service for, attach SURF and provide the following information in the body of the CMS Case:  
DATE OF GAIN: EDCSA on SURF.  
Member’ Current Grade.  
DATE OF RANK: DOR on SURF.  
PAY DATE: PAY DATE on SURF.  
PAS: PAS on SURF  
PEC: (not on SURF): Contact the Reserve Pay Office budget analyst
7. To request a force-gain for an Individual Mobilization Augmentee member that the Reserve Pay Office provides customer service for, attach SURF and include the following information in the body of the CMS Case:  
DATE OF GAIN: EDCSA on SURF.  
Member’s Current Grade  
DATE OF RANK: DOR on SURF.  
PAY DATE: PAY DATE on SURF.  
PAS: PAS on SURF. For the Individual Mobilization Augmentees, the first two digits of the PAS convert to begin with “96”.  
PEC: (not on SURF): If unknown, consult your MPF office, FMA office, and/or the AFMAN 65-604.
8. Before closing the CMS, the Reserve Pay Office needs to verify the member’s MMPA has been established correctly with correct Rank, Date of Gain, etc.

## Chapter 11

### BASIC PAY

**11.1. General.** See the following DOD 7000.14-R, Volume 7A, Chapters for entitlement:

11.1.1. Chapter 1: “Basic Pay”

11.1.2. Chapter 57: “Reserve Entitlements for Active Duty (Not Extended)”

11.1.3. Chapter 58: “Pay and Allowances for Inactive Duty Training”

**11.2. Computation of Pay for Active Duty.**

11.2.1. Active Duty for 30 Days or More. When a member is ordered to active duty for 30 days or more, and a tour of duty starts on the first day or an intermediate day of a calendar month, the member is entitled to pay and allowances through the 30th day. Payment is not authorized for the 31st day of a calendar month. This includes a member who is ordered to active duty for less than 30 days and is continued on active duty for 30 days or more by new orders or an amendment to the original orders. When computing the number of days for which pay is due, include the entire period the member actually serves on active duty, including allowable travel time.

11.2.2. Active Duty for Less Than 30 Days. A member ordered to active duty for less than 30 days is entitled to pay, and allowances at 1/30th the monthly rate for each day actually served, including the 31st day of a calendar month. This includes a member ordered to active duty for 30 days or more, but released before performing at least 30 days of active duty, including allowable travel time.

**11.3. Computation of Pay for Inactive Duty.**

11.3.1. A member of a reserve component who is not entitled to basic pay under 37 U.S.C., Section 204, is entitled to compensation, at the rate of 1/30th of active duty basic pay for each regular period of instruction, or period of appropriate duty, at which the member is engaged for at least two hours, including that performed on a Sunday or holiday.

11.3.2. To qualify, the member is required to perform some type of equivalent training, instruction, duty, or other activity as prescribed by the Secretary.

11.3.2.1. Active Duty. This includes a regular period(s) of instruction the member is scheduled to perform but is unable to perform because of a physical disability resulting from an injury, illness, or disease incurred or aggravated in line of duty while performing active duty.

11.3.2.2. Inactive Duty. This includes inactive duty training while traveling directly to or from that duty or training (unless such injury, illness, disease, or aggravation of an injury, illness, or disease is the result of the gross negligence or misconduct of the member); or in line of duty while remaining overnight immediately before the commencement of inactive-duty training, or while remaining overnight, between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training (see 37 U.S.C., Section 206).



**11.4. Basic Pay Rate and Changes.** The Basic Pay rate is based on the member's grade and years of creditable service as defined by the DOD 7000.14-R, Volume 7A, Chapter 1. Various events may occur during a member's military career and change the Basic Pay rate.

**11.5. Basic Pay Rate (Over-4 Years Active Enlisted and Warrant Officer Service).**

11.5.1. A commissioned officer is entitled to the basic pay in pay grades O-1E, O-2E or O-3E when the member has over four (4) years of active duty service as an enlisted member or combined four (4) years of enlisted and warrant officer time, or accrued over 1460 points. Reserve Component members who perform duty during a leap year do not receive an extra point for the purpose of earning pay at the rate of O-1E, O-2E or O-3E. An officer with exactly four (4) years (or less) or 1460 points or less is not entitled to the Over-4 Years Basic Pay rate.

11.5.2. Computing Active Duty Service. The MPF computes active service, including active duty and active duty training. See DOD 7000.14-R Volume 7A, Glossary, for the definitions of Active Duty Training (ADT) and Inactive Duty Training (IDT).

11.5.3. Reserve Pay Office Procedures. When notified by the MPF, process an A14 transaction to correct the Over 4 Years Enlisted Service code. (See [Table 11.1](#))

11.5.3.1. Effective date within immediate access storage. A Management Notice is generated indicating the retroactive adjustment was processed. The following message is printed on the member's LES "ADJUSTMENT FOR OVER-4 YEARS ENL/WAR OFC SERVICE INCLUDED".

11.5.3.2. Effective date outside of Immediate Access Storage. A Management Notice is generated requesting DFAS-IN manually process the adjustment to the Over 4 Years Enlisted Service code

**11.6. Promotions, Demotions, and Pay Date Changes.**

11.6.1. The Reserve Pay Office processes a TIN 113 transaction to promote or demote an Airman.

11.6.1.1. An enlisted Airman commissioned as an officer is processed as a promotion in DJMS-RC.

11.6.1.2. A change of status from officer to enlisted is processed as a demotion in DJMS-RC.

11.6.2. Promotions (Effective Date within Immediate Access Storage): When the effective date of the promotion is within Immediate Access Storage, the difference in pay is computer-generated, except for BAH/ Cost of Living Allowance (COLA) and medical, dental, veterinary, and optometry officers special pay.

11.6.2.1. A Management Notice is generated indicating that an adjustment to BAH/COLA or Medical, Dental, Veterinary and Optometry Special Pay may be required. The following message is printed on the member's LES "INCLUDES RETRO PROMOTION AMOUNT".

11.6.2.2. A Management Notice is generated requesting DFAS-IN verify the pay grade when the new pay grade on the TIN 113 is more than one grade higher than the member's current grade and the member is paid the difference in pay based on the TIN 113.

11.6.3. Promotions (Effective Date outside Immediate Access Storage): When the effective date of the promotion is outside of Immediate Access Storage, the computer automatically updates the member's current grade and makes the effective date of grade the processing date (run date) of the TIN 113.

11.6.3.1. A Management Notice is generated requesting the Reserve Pay Office validate the effective date of grade and submit another TIN 113 with action indicator "05". This Management Notice is generated on every Code 3 update until the effective date of grade has been validated.

11.6.3.2. The TIN 113 updates the pay record for the period within Immediate Access Storage and another Management Notice is generated requesting DFAS-IN manually update the pay record for the period outside of Immediate Access Storage.

11.6.4. Demotions. All manual pay adjustments for demotions are processed by DFAS-IN.

11.6.4.1. Demotions (Effective Date within Immediate Access Storage). When the effective date of the demotion is within Immediate Access Storage, DJMS-RC adjusts pay and entitlements except the following:

11.6.4.1.1. General Officer Demotion. When a TIN 113 to demote a General Officer is processed, a Management Notice is generated at the input source with the following message "General Officer demotion, Reserve Pay Office manual computation of entitlements necessary."

11.6.4.1.2. Officer to enlisted grade demotion. When a TIN 113 is processed to demote an officer to an enlisted grade, all pay and entitlements are adjusted with the exception of BAH. A management notice is generated at the input source with the following message "Officer to enlisted demotion, BAH computation to be done by Reserve Pay Office."

11.6.4.1.3. Positive adjustment as a result of the demotion. In very rare cases, a demotion may result in a positive adjustment. A Management Notice is generated with the following message "Positive adjustment on demotion, please verify."

11.6.4.2. Demotions (Effective Date outside Immediate Access Storage). When the effective date of the demotion is outside Immediate Access Storage, the DJMS-RC updates the member's current grade and make the effective date of grade the processing date (run date) of the TIN 113.

11.6.4.2.1. A Management Notice is generated requesting the Reserve Pay Office validate the effective date of grade and submit another TIN 113 with action indicator of "05". The Management Notice is generated every Code 3 until the effective date of grade is validated.

11.6.4.2.2. When the TIN 113 processes, another Management Notice is generated requesting DFAS-IN manually update the pay record for the period outside of Immediate Access Storage.

11.6.4.3. Pay Date Changes. A Management Notice is generated requesting the Reserve Pay Office verify the new pay date with the MPF. The Reserve Pay Office processes a TIN 113 with action indicator "04" to correct the pay date.

11.6.4.3.1. Pay Date Changes (Effective Date within Immediate Access Storage). DJMS-RC adjusts member's pay. The following message is printed on the member's LES "INCLUDES PAY DATE CHANGE".

11.6.4.3.2. Pay Date Changes (Effective Date outside Immediate Access Storage). The pay record is adjusted for the period with Immediate Access Storage and a Management Notice is generated requesting DFAS-IN manually update the pay record for the period outside of Immediate Access Storage.

**Table 11.1. A14 – Officers/Over-4 Years Active Enlisted/Warrant Service.**

Data Element Name	Explanation
04E	Enter "Y" for officers serving in grade O-1, O-2, or O-3 with over 4 years of active enlisted or warrant officer service. Enter "N" for officers with 4 years or less active enlisted service, officers serving in grade O-4 and above, warrant officers, and all enlisted Airmen.
COMMON DATA: PAS, ST-PGMA , TIN, AND SUBMISSION DATE	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>

## Chapter 12

### BASIC ALLOWANCE FOR SUBSISTENCE

#### 12.1. Entitlement.

12.1.1. Active Duty with Pay. A member of a Reserve Component ordered to active duty with pay is entitled to BAS as set forth in the DOD 7000.14-R Volume 7A, Chapter 25.

12.1.2. Active Duty without Pay. A member of a Reserve Component ordered to active duty without pay is entitled to subsistence in kind or commutation thereof. When a member is ordered to active duty “without pay and allowances”, no payment is authorized. See DOD 7000.14-R Volume 7A, paragraphs 570501B and 580503.

12.2. Restrictions. See DOD 7000.14-R Volume 7A, paragraph, 250203.

#### 12.3. Supporting Documentation.

12.3.1. Active Duty Orders.

12.3.2. DD Form 1351-5, *Government Quarters and/or Mess*. Member obtains a completed DD Form 1351-5 from the commander or designated representative and submits it to the Reserve Component Payroll Office.

12.3.3. DD Form 1475, *BAS - Certification*

12.3.4. AF Form 220

12.3.5. DD Form 114

#### 12.4. Reserve Pay Office Procedures.

12.4.1. Officer (Short and Long Active Duty Tours). Process the TIN C01 or TIN A24 with BAS type “N”.

12.4.2. Enlisted (Short and Long Active Duty Tours). Process a TIN C01 or TIN A31 with BAS type “S”.

12.4.3. Process a TIN C04 to pay BAS for periods of leave and to adjust BAS when the active duty tour has been completed and BAS paid.

#### 12.5. General Information.

12.5.1. Military members have to pay for all meals; they may not be provided meals or rations at no charge by or on behalf of the Government while entitled to BAS, except when a patient in a hospital, or when subject to Essential Unit Messing meal deduction.

12.5.2. Members hospitalized at a military treatment facility do not have meal charges collected. These members are required to pay cash for meals at the standard rate.

12.5.3. Enlisted members who are subsisted-in-kind under Essential Unit Messing pay for their meals by having the Discount Meal Rate collected via payroll deduction. These members are now referred to as members who are under Essential Unit Messing. Payroll deduction is required for all meals, whether the meals are eaten or not.

12.5.4. When government-provided meals cannot be eaten due to mission requirements or other limitations, the member submits a completed DD Form 1475 to the Reserve Pay Office for payment of missed meals.

12.5.5. Technical Training Students and E-6 and below assigned to single type government quarters are entitled to the Discount Meal Rate (DMR). Upon return from technical school, the RPO reviews the travel voucher to verify school dates, then calculate the difference between full rate BAS and DMR. The RPO processes a DQ03 transaction using component of pay "MY". When the debt post, submit a CMS case to unsuspend the debt. Once the debt is unsuspending, process a TIN C04, code "40" to pay BAS only for the period of technical training. Deduction for the first and last of Essential Station Messing is 25 percent of the DMR. Full rate BAS is authorized while members are on Exodus Leave.

12.5.5.1. Process a TIN D19 remark with the message, "COLLECT MEAL CHARGES YYMMDD TO YYMMDD" to explain collection.

12.5.5.2. BAS Adjustments. Process a TIN C03 to collect erroneous payment and on the same update, process a TIN C04 to pay the correct BAS.

## **12.6. Hospitalization.**

### **12.6.1. Medical Treatment Facility (MTF):**

12.6.1.1. A Reserve Component member, who is hospitalized while on inactive duty, is authorized BAS on the day admitted until released from the MTF. The Reserve Component member is responsible for the meal charges.

12.6.1.2. When discharged, the Reserve Component member submits a receipt to the Reserve Pay Office and the Reserve Pay Office processes a TIN C04 to pay BAS.

12.6.1.3. When the Reserve Component member is authorized BAS other than type "B," the Reserve Pay Office processes a TIN C03 to collect the incorrect rate of BAS and processes a TIN C04 to pay the correct rate of BAS.

12.6.1.4. When the Reserve Component member is unable to pay for the meal charges, the medical treatment facility sends a DD Form 139 to the Reserve Pay Office for collection action.

### **12.6.2. Civilian Medical Facility.**

12.6.2.1. The Reserve Pay Office receives a DD Form 139 from the MTF nearest to the civilian medical facility.

12.6.2.2. The Reserve Pay Office follows the procedures outlined in [paragraphs 12.6.1.3](#) and [12.6.1.4](#)

## Chapter 13

### BASIC ALLOWANCE FOR HOUSING

**13.1. Introduction.** The provisions of the JTR, Chapter 10 apply to members of the Reserve Components. The JTR, Chapter 10, defines the various types of housing allowances and provides conditions of entitlement. In general, BAH provides members a monthly allowance for housing. The various types of housing allowances are Basic Allowance for Housing, Basic Allowance for Housing-Partial (BAH-Partial), Basic Allowance for Housing-Transit (BAH-T), Basic Allowance for Housing-Difference (BAH-DIFF), Overseas Housing Allowance (OHA), Family Separation Housing (FSH): OHA-Based Location and BAH- Based Location, BAH-Reserve Component.

**13.2. Entitlement Overview.** Housing allowances are intended to offset or defray the actual housing costs (mortgage or rent) and are not intended to cover 100 percent of these costs.

13.2.1. BAH-Partial. BAH-Partial is payable to members without dependents who reside in single-type government quarters. BAH-Partial cannot be paid with any other BAH entitlement. BAH-Partial rates are found in the DJMS-Table 019 or at the DFAS website, <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/military-pay-charts.html>.

13.2.2. BAH Location Rate is designed to offset a portion of the housing expenses incurred by, and as a result of, members and/or their dependents living in non-government quarters within the United States, to include Alaska and Hawaii. BAH is payable to members on active duty tours over 30 days or for active duty tours in support of contingency operations.

13.2.2.1. BAH rates are based upon grade, dependency status (with or without dependent) and each location's adequate housing costs. These rates are developed from housing data collected annually from the uniformed services under the auspices of the Per Diem Travel and Transportation Allowance Committee. The results of the survey determine the rates payable for specific geographic areas. To determine the rates for each duty station, data is aggregated into a collection of ZIP codes or Military Housing Areas. Each grade and dependency status within a Military Housing Authority is assigned a BAH rate.

13.2.3. BAH-T. BAH-T is designed to offset a portion of the housing expenses incurred by, and as a result of, member and/or their dependents living in non-government quarters. BAH-T rates are based upon grade and dependency status. The rates do not include adjustments for local housing costs, and are found in DJMS Tables 007 (without-dependent rate) and 008 (with-dependent rate).

13.2.3.1. BAH-T is paid to members in a travel status on a Permanent Change of Station when the member is in the accession pipeline, which includes Air Force ROTC, United States Air Force Academy graduates, and Total Force Officer Training, and travel is between Initial Entry Training sites to the first PDS.

13.2.4. BAH-DIFF. BAH-DIFF is the difference between the with- and without-dependents Basic Allowance for Quarters rates. Members are entitled to receive pay when the amount of child support paid is at least the amount of the BAH-DIFF rate payable for the member's grade. It CANNOT be paid in conjunction with any other housing allowance. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.

13.2.5. Overseas Housing Allowance (OHA). OHA is intended to offset a portion of the housing expenses incurred by a member and/or their dependent(s) residing in authorized Outside Continental United States (OCONUS) non-government quarters. OHA rates are established by the Per Diem Travel and Transportation Allowance Committee and are based on the member's grade, dependency status, housing expenses and the location's adequate housing costs. See the JTR, Chapter 10 and Appendix K for actual entitlement provisions, conditions, and computation. The entitlement code is 51, using TIN C05.

13.2.6. Family Separation Housing (FSH). FSH is payable to a member, with dependents, for added housing expense resulting from separation from the dependents when a member is assigned OCONUS on unaccompanied/dependent restricted tour or PDS in Continental United States (CONUS) to which concurrent travel has been denied. This additional housing allowance is only payable if the following conditions are all met: dependent transportation to the PDS is not authorized at Government expense and dependents do not reside in the vicinity of the member's PDS and government quarters are not available for assignment to the member or dependents. See JTR, 10414 and JTR Appendix K.

13.2.6.1. Family Separation Housing -O. Payable for assignments at PDSs OCONUS and is based on the location of the PDS and is intended to offset a portion of the housing costs incurred by a member residing in OCONUS non-government quarters. Rate payable is a monthly amount up to the without dependent OHA rate applicable to the member's grade and PDS. FSH -O rates can be found in DJMS Table 007.

13.2.6.2. Family Separation Housing -B. Payable for assignments at PDSs in Alaska and Hawaii or to a Continental United States PDS to which concurrent travel has been denied and is intended to offset a portion of the housing costs incurred by a member residing in non-government quarters. Rate payable is a monthly amount equal to the without dependent BAH rate applicable to the member's grade and PDS. Family Separation Housing -B rates are found in DJMS Table 59 and DJMS Table 61 is to be used to identify the Military Housing Authority Index number for the applicable location.

13.2.7. BAH Reserve Component. Payable to an Reserve Component member called/ordered to active duty for 30 or few days, except for contingency operations as provided in the JTR paragraph 10428-B or for Active Guard Reserve members as provided in the JTR paragraph 10428-C. BAH Reserve Component is intended to offset a portion of the housing expenses incurred by Reserve Component member and/or their dependent(s) residing in non-government quarters. Rate payable is based on member's grade and dependency status. BAH Reserve Component rates are found in DJMS Tables 007 (without-dependent rate) and 008 (with-dependent rate).

13.2.8. Advanced Payment of BAH. See AFMAN 65-116 Volume 1, Chapter 26 for conditions of entitlement, disbursement and repayment of advances.

### **13.3. Supporting Documentation.**

13.3.1. The following documents are used to start, stop or change an entitlement. AF Form 938 is accomplished in AROWS or AROWS-R, AF Form 594, DD Form 114, and DD Form 139. **NOTE:** Quality Assurance audits all TIN D02-2 transactions prior to releasing the applicable WebDMO cycle.

13.3.2. The following documents are used to start, stop or change entitlement to Overseas Housing Allowance and Family Separation Housing -O. The AF Form 938 is accomplished in AROWS or AROWS-R, DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report* and a valid lease/rental agreement, and other substantiating documentation utilized to support member entitlement(s) to Overseas Housing Allowance, Family Separation Housing -B, and Family Separation Housing -O only.

**13.4. General Information.** All members need to immediately notify the Reserve Pay Office and the MPF of all dependency status changes (marriage, divorce, child support, death, birth, government quarters assignment/termination, etc.). A member is not entitled to BAH on behalf of a dependent whose whereabouts are unknown.

**13.5. Documentation Preparation and Certification.**

13.5.1. The Reserve Pay Office assists with the preparation and submission of the AF Form 594 for all members with dependents not assigned family-type government quarters and members without dependents who elect not to occupy single-type government quarters. When the assignment of government quarters changes as a result of the dependency status, the housing office needs to be provided a copy of the approved AF Form 594 as a result of that action.

13.5.1.1. The Reserve Pay Office certifies the AF Form 594 for all members with dependents not assigned family-type government quarters, except those relationships or dependency claims that require Defense Finance Accounting Services determination ([paragraph 13.7](#)).

13.5.1.2. When the AF Form 594 is submitted for recertification and no action is required to change the MMPA, the Reserve Pay Office certification is not required.

13.5.2. The Housing Management Office prepares and submits the AF Form 594 for all members upon assignment or termination of government quarters and members assigned to inadequate quarters where the fair market value changes.

13.5.3. The Unit Commander prepares and submits the AF Form 594 for all members upon assignment or termination of family-type government quarters provided by activities other than an Air Force organization and all members upon assignment or termination of single-type government quarters controlled by the unit commander.

13.5.4. The DD Form 114 may be used in lieu of the AF Form 594 for BAH-Partial. When using a DD Form 114, the form must be certified by and signed by an authorized certifying official (**T-0**).

13.5.5. The DD Form 139 is used by DFAS-IN/JFLTBA, Dependent Entitlement Branch, upon completion of secondary dependency determinations and the Billeting Office for members who occupy transient quarters in excess of 30 days.

13.5.6. The DD Form 2367 is submitted by the Housing Management Office for all members assigned to an Outside the Continental United States PDS upon termination or non-assignment of Government quarters.

13.5.7. The AF Form 139 is submitted by the member upon request of a BAH advance or extended repayment of a previous BAH advance.



### 13.6. Proof of Relationship and Support.

13.6.1. Proof of relationship should be obtained from the official state or foreign country agency responsible for registering such actions. When supporting documentation cannot be obtained within a reasonable period, such as a delay caused by the official state agency, alternate documentation may be used temporarily. When it is impractical or impossible to obtain supporting documentation, alternate documentation may be used permanently. Examples of sufficient, alternate documentation include hospital or church records signed by the record's custodian.

13.6.1.1. Lawful spouse, dependent child under 21 years of age, children born out-of-wedlock, adopted or stepchildren. The original, or certified copy of the original, relationship document (i.e. birth certificate, marriage certificate, or court document) is used to verify relationship. When the marriage is doubtful, contact the local Staff Judge Advocate to determine the validity of the marriage.

13.6.1.2. Secondary dependency claim requirements (general). These requirements are to be met for all secondary dependency claims and are in addition to the requirements outlined in [paragraph 13.6.1](#)

13.6.1.2.1. The member signs and dates the Statement of Understanding Basic Allowance for Quarters–Dependents. This is mandatory only on initial BAH claims sent to DFAS-IN/JFLTBA.

13.6.1.2.2. An AF Form 594 needs to accompany every BAH claim (initial or re-determination) sent to DFAS-IN/JFLTBA.

13.6.1.2.3. Written verification of the dependent's income, from all sources, is required.

13.6.1.2.4. Proof of the member's support, such as canceled checks, money order receipts or a dependent support allotment, is required on all BAH claims when the dependent does not reside in the member's household.

13.6.1.2.5. The appropriate dependency statement needs to be completed, signed by member, signed by the dependent or dependent's guardian, and notarized.

13.6.1.3. Secondary dependency claim requirements (specific). These requirements are specific to the type of secondary dependent, in addition to the requirements outlined in [paragraph 13.6.1](#) and [paragraph 13.6.1.2](#)

13.6.1.3.1. Parent. DD Form 137-3, *Dependency Statement-Parent*. This includes parents, stepparents, parents-in-law, parents by adoption, or in loco parentis.

13.6.1.3.2. Child born out of wedlock and under the age of 21. DD Form 137-4, *Dependency Statement-Child Born Out of Wedlock under Age 21*. Use this statement for a male member with child born out of wedlock. This form is only used for United States Identification Program (USIP) card applications; BAH entitlement is determined at the local Reserve Pay Office.

13.6.1.3.3. Incapacitated child over the age of 21. DD Form 137-5, *Dependency Statement-Incapacitated Child over Age 21*. Include a Medical Sufficiency Statement from a military medical treatment facility. The Medical Sufficiency Statement is signed by the hospital commander and indicates that the child is incapable of self-support due to a physical or mental incapacity. The incapacity needs to have existed on a continuous basis before age 21 (or while in a student status) for USIP card privileges and BAH entitlement. This form is also used for USIP card applications for incapacitated students.

13.6.1.3.4. Full-time student 21-22 Years of Age. DD Form 137-6, *Dependency Statement-Full Time Student 21-22 Years of Age*. Include a letter from the accredited College or University verifying the dependent's full-time enrollment, documentation of school expenses, and any educational assistance the dependent may receive. The form is used for monetary allowances only.

13.6.1.3.5. Ward of a Court. DD Form 137-7, *Dependency Statement - Ward of a Court*. Include a copy of the court order granting guardianship.

13.6.1.3.6. In loco parentis. DD Form 137-3. An in loco parentis relationship exists when a person voluntarily accepts a child (now the member), not their own, into the home and temporarily assumes the duties, obligations, rights, and privileges of a parent. To qualify as a dependent for purposes of this AFMAN, the in loco parentis parental relationship needs to have existed for a continuous period of not less than 5 years before the member turns 21 years of age. Supervision of the activities of a child or the administration of the estate by an adult other than a biological parent is not sufficient to establish an in loco parentis relationship. A person in loco parentis to the member's spouse is not eligible for any entitlement. Persons standing in loco parentis to the member are not eligible for USIP cards.

13.6.1.3.6.1. As proof of an in loco parentis relationship, signed and notarized affidavits from the service member, claimed dependent and two disinterested persons who have knowledge of the in loco parentis relationship to the member are required.

13.6.1.3.6.1.1. The member and the claimed dependent each submit a separate affidavit showing:

13.6.1.3.6.1.2. The member's name, date of birth and SSN.

13.6.1.3.6.1.3. The claimed dependent's full name and date of birth.

13.6.1.3.6.1.4. Date the relationship began and the length of time it continued.

13.6.1.3.6.1.5. Name and address of the biological parents during the period shown in (3) above.

13.6.1.3.6.1.6. Explanation of the circumstances that led to the in loco parentis relationship. Provide a copy of any written agreement.

13.6.1.3.6.1.7. The affidavit states whether the claimed dependent exercised full parental control, planned educational training, and used personal funds for support of the member. Explain if another person provided support to the member.

13.6.1.3.6.2. Affidavits from two disinterested persons need to include:

13.6.1.3.6.2.1. Date relationship started.

13.6.1.3.6.2.2. Member's age and the claimed dependent's age on the date the relationship started.

13.6.1.3.6.2.3. Under what circumstances the relationship first began.

13.6.1.3.6.2.4. How long the relationship lasted.

13.6.1.3.6.2.5. Any periods after the relationship started when the member did not reside in the claimed dependent's household.

13.6.1.3.6.2.6. The various ways the claimed dependent performed the duties and responsibilities of a parent, such as supervision, education, financial support, etc.

13.6.1.3.6.2.7. How the persons completing the affidavit acquired personal knowledge of the in loco parentis relationship.

13.6.2. Purported Marriages. When information is received that indicates a marriage is void or annulled, then it is a purported marriage for pay purposes. A BAH claim for a spouse or child of a purported marriage (void or annulled) should be sent to DFAS-IN/JFLTBA for determination of the validity of the marriage and/or entitlement to prior payments of BAH. The Reserve Pay Office compiles and sends:

13.6.2.1. Copies of required legal documentation relating to the marriage, such as a marriage certificate, annulment decree, divorce decree and birth certificate for any child of the purported marriage are required.

13.6.2.2. A separate transmittal explaining the circumstances that invalidated the relationship and any other supporting documentation provided by the member. DFAS-IN/JFLTBA performs a review of the relationship and will provide written notification to the Reserve Pay Office and the member (**T-0**).

13.6.3. Evidence or claims of non-support. Evidence or claims of non-support and requests for support made by a member's dependent or someone acting on behalf of a dependent may be sent to the appropriate Reserve Pay Office or directly to DFAS-IN/JFLTBA. Evidence or claims of non-support may include:

13.6.3.1. Requests for support.

13.6.3.2. Court-ordered garnishments.

13.6.3.3. Non-support complaints.

13.6.3.4. Notifications of support reduction.

13.6.3.5. Special investigation reports.

13.6.3.6. Record reviews.

13.6.3.7. Fraud, Waste, and Abuse complaints.

13.6.3.8. Sworn testimony by individuals.

13.6.3.9. Member statements.

13.6.4. Reserve Pay Office Action. The Reserve Pay Office or designated representative explains BAH entitlements to the member during in-processing and recertification. The Reserve Pay Office or designated representative may, when there is reason to question a member's entitlement to BAH, accomplish an entitlement verification to include a review of supporting documentation. When any of the events outlined in [paragraph 13.6.3.1](#) occur, the Reserve Pay Office reviews the member's BAH entitlement(s) for possible start, stop or recoupment action. The Reserve Pay Office does the following:

13.6.4.1. Contacts the member to determine if adequate support is being provided to the dependent(s).

13.6.4.2. Informs the member that the JTR, Chapter 10, requires recoupment of BAH when support for their dependents is not substantiated. The member's failure to provide adequate support will result in the with-dependent BAH entitlement being terminated and recoupment for the entire period of non-support.

13.6.4.3. Reviews all documentation (divorce decree, support agreement, etc.) to determine the level of support required.

13.6.4.4. Reviews all documentation (cancelled checks, money orders, affidavits from dependents, allotments, etc.) to determine the support actually provided.

13.6.4.5. Changes the BAH to the without dependent rate or BAH-Partial for the period(s) that the member cannot provide proof of adequate support.

**13.7. Relationship or Dependency Determinations.** The completed AF Form 594 and applicable dependency statement and all supporting documentation are forwarded to the Reserve Pay Office for primary dependents. In the case of secondary dependent determinations/redeterminations, the Reserve Pay Office provides the member/retiree the required forms, the mailing address for DFAS-IN/JFLTBA and any other pertinent data ([paragraph 13.7.2](#)).

13.7.1. Local Reserve Pay Office Determinations (Primary Dependents). The Reserve Pay Office, or designated representative, determines relationship or dependency per [paragraph 13.6](#) when BAH is claimed on behalf of a lawful spouse or unmarried children under 21 years of age (this includes children born out of wedlock, adopted, or step-children). The Reserve Pay Office examines the AF Form 594 and supporting documentation to ensure the requirements of [paragraph 13.6.1](#) are met for entitlement to BAH. See JTR, Chapter 10 for complete relationship and dependency definitions and rules.

13.7.2. DFAS Determinations (Secondary Dependents). The Reserve Pay Office provides member/retiree the applicable forms, based upon type of secondary dependent involved, the Helpful Hints pamphlet (available on the virtual Finance website), and mailing address for DFAS-IN/JFLTBA, which is DFAS-IN/JFLTBA, ATTN: AF Dependency Determinations, 8899 E 56th St, Indianapolis IN 46249-1200. The member is responsible for sending the application, to include all required supporting documentation, to DFAS-IN for determination. The applications may be for BAH, travel, and/or USIP card (see [paragraph 13.6.1.2](#)) unless otherwise indicated below. Any questionable relationships referred to the Reserve Pay Office by the MPF (MPF) require dependency determinations before USIP card can be issued. The following claims require DFAS determination:

13.7.2.1. Parents, parents-in-law, stepparents, parents by adoption and loco parentis.

13.7.2.2. Children born out of wedlock and under 21 years of age (USIP card privileges only, BAH entitlement determined locally ([paragraph 13.7.1](#))).

13.7.2.3. Incapacitated children over 21 years of age, including incapacitated students 21-22 years of age.

13.7.2.4. Full-time students, 21-22 years of age. No dependency determination is sent to DFAS if only an identification card is requested. Member provides documentation to Military Personnel System to request or renew identification card.

13.7.2.5. Ward of the court.

13.7.2.6. In loco parentis (No USIP card privileges).

13.7.2.7. Legally questionable claims/Purported Marriages.

13.7.3. DFAS-IN/JFLTBA provides the dependency determination decision to the member, Reserve Pay Office and MPF.

13.7.3.1. When required, a DD Form 139 is completed by DFAS-IN/JFLTBA and sent to the member's servicing Reserve Pay Office, to start, stop, or change BAH, as appropriate. The Reserve Pay Office updates the member's pay record or submit a CMS case, if applicable.

13.7.3.2. The member receives a copy of the DD Form 139 and a letter advising of the determination. In cases that require debt establishment, the letter begins the member's due process.

13.7.3.3. In cases that require a retroactive stop or reduction in entitlement, the Reserve Pay Office establishes a debt and suspends collection action pending due process. The Reserve Pay Office provides due process in accordance with DOD 7000.14-R, Volume 7A, paragraph 500104, prior to processing the DQ20 to resume debt collection.

### **13.8. Secondary Dependent (BAH Re-determinations).**

13.8.1. DFAS-IN/JFLTBA Dependent Entitlements Branch performs the annual review of BAH re-determination applications for members who claim:

13.8.1.1. Parents, parents-in-law, stepparents, parents-by-adoption

13.8.1.2. Incapacitated children over 21 years of age, including incapacitated students 21-22 years of age

13.8.1.3. Full-time students, 21 and 22 years of age

13.8.1.4. Ward of a court

13.8.1.5. In loco parentis

13.8.2. Re-determinations are performed annually to ensure dependency existed and entitlement continued without interruption since the date of the initial determination or last re-determination. The member is advised at the time of approval when the annual re-determination is to be performed. Re-determinations are completed upon permanent change of station assignments or entry/exit from government quarters.

13.8.3. The month before the re-determination is due, DFAS-IN/JFLTBA sends the member a letter with instructions to submit the required forms for the annual dependency review. A copy of this letter is also sent to the member's servicing Reserve Pay Office.

13.8.4. A member's failure to provide the required documentation by the due date results in a change from with-dependent BAH to without-dependent BAH or BAH Partial. A debt letter and a DD Form 139 are sent to the member explaining that a debt has been established and a letter with the debt info is sent to the Reserve Pay Office for collection action. When the member submits the required documentation after the debt has been established on the MMPA, DFAS requires a letter from the member's commander stating the failure to submit the required documentation by the due date was through no fault of the member before the debt is forgiven and the entitlement is retroactively re-established. The letter from the commander must be included in the redetermination package sent to DFAS-IN/JFTLBA **(T-0)**.

13.8.4.1. Sending the letter to the member fulfills the due process notification. The Reserve Pay Office establishes the debt and suspends the debt for 30 days upon receipt of the letter and DD Form 139.

13.8.4.2. Collection action is at a rate of two thirds unless member requests a lower repayment rate approved by their local Financial Management or Major Command.

13.8.5. An AF Form 594 is required on every re-determination sent to DFAS-IN/JFLTBA. Failure to include this form could result in collection action.

13.8.6. DFAS-IN/JFLTBA will provide the dependency re-determination decision to the member, Reserve Pay Office and MPF **(T-0)**.

### **13.9. BAH Entitlement Recertification.**

13.9.1. Reserve Pay Office's will perform triennial (every 3 years) recertification of with-dependent BAH for all members assigned to their supported units **(T-0)**. Beginning in January 2014, every 3 years (i.e. January 2017, January 2020, etc.), the Reserve Pay Office will prepare and forward a listing of all members entitled to with-dependent BAH to their supported unit commanders **(T-0)**.

13.9.2. Members are required to recertify with-dependent BAH every three years or upon change of their servicing Reserve Pay Office within the same month of arrival at that location and are subject to that supporting Reserve Pay Office's triennial recertification schedule.

13.9.3. The member must submit a signed "wet signature" AF Form 594 to the new Reserve Pay Office in order to recertify the with-dependent BAH entitlement **(T-1)**. The Reserve Pay Office compares the new AF Form 594 to the DJMS-RC Housing Master Record. When the dependency status has changed upon review of the supporting documentation, the Reserve Pay Office certifies the AF Form 594 and updates the BAH entitlement.

13.9.4. Reserve Pay Office responsibilities (recertification not accomplished or received after the suspense date).

13.9.4.1. The Reserve Pay Office provides a listing to the unit. The member must provide an AF Form 594 to the Reserve Pay Office within 60 days from the date it was sent to the unit **(T-0)**. When the member does not recertify within 60 days, the Reserve Pay Office will initiate collection action to recoup with-dependent BAH retroactive to the member's last recertification date **(T-0)**.

13.9.4.2. Member currently on an active duty tour and fails to submit the AF Form 594 by the suspense date. The Reserve Pay Office will prepare and certify an AF Form 594 with the member's name, SSN, and annotate the words "THE MEMBER DID NOT RECERTIFY WITH-DEPENDENT BAH ENTITLEMENT" on the form (T-0). The Reserve Pay Office uses the AF Form 594 as supporting documentation to change member's with-dependent BAH to without-dependent BAH or BAH-Partial.

13.9.4.3. Member not currently on an active duty tour and fails to submit the AF Form 594 by the suspense date. The Reserve Pay Office will prepare and certify an AF Form 594 with the member's name, SSN, and annotate the words "THE MEMBER DID NOT RECERTIFY WITH-DEPENDENT BAH ENTITLEMENT" on the form (T-0). The Reserve Pay Office uses the AF Form 594 as supporting documentation to change member's with-dependent BAH to without-dependent BAH.

13.9.4.4. When the member completes the recertification after the suspense date, change the BAH entitlement to with-dependent effective the date the AF Form 594 is submitted to the Reserve Pay Office. The member's commander can approve the retroactive entitlement to with-dependent BAH, if the circumstances were beyond the member's control. When approved, attach all supporting documentation to the AF Form 594 and change the BAH to with-dependent retroactive to the date it was reduced to without-dependent or BAH-Partial.

13.9.5. Recertification document retention. The Reserve Pay Office's retains AF Form 594 until the member either recertifies during the next triennial recertification period, completes a new AF Form 594 for a change in dependency status (replace the triennial AF Form 594 with the new AF Form 594), separates, retires, or is reassigned to a new unit with a different supporting Reserve Pay Office.

**13.10. Verification of Family-Type Government Quarters Assignments.** For members being paid by DJMS-AC, see AFMAN 65-116, Vol 1 Chapter 26, for family-type government quarters verification procedures.

13.10.1. Housing Management Office Responsibilities. When a member and dependent(s) occupy government quarters or guest house during a period of active duty, the Housing Management Office sends an unnumbered MPO detailing such occupancy, with a copy of the active duty order, to the Reserve Pay Office of the ANG or AFR unit to which the member is assigned. **Note:** Privatized housing is not considered government quarters. The MPO should include:

13.10.1.1. Name of occupants living in quarters.

13.10.1.2. Member's SSN and grade.

13.10.1.3. Member's organization.

13.10.1.4. Type of quarters.

13.10.1.5. Date of occupancy.

13.10.1.6. Acknowledgment of occupancy signed by member.

13.10.2. Reserve Pay Office Actions.

13.10.2.1. The Reserve Pay Office prepares input to stop payment of BAH for the active duty tour when payment has not yet been made and attaches an unnumbered MPO of occupancy prepared by the commander or designee to the member's active duty orders.

13.10.2.2. When payment has already been made, the Reserve Pay Office submits a TIN C03 for collection of BAH Reserve Component and a separate TIN C03 needs to be submitted when appropriation data changes.

13.10.2.3. Entitlement may exist for different rates of BAH during a tour of active duty. Separate TIN C03 transactions are required for each change in type of entitlement.

**13.11. Verification of Single-Type Government Quarters Assignments.** For members on Active Guard Reserve status being paid by DJMS-AC, see AFMAN 65-116, Vol 1 Chapter 26, for single-type government quarters verification procedures.

**13.12. Dependency Discrepancy Reconciliation.** A reconciliation between data contained in DJMS and the MilPDS is conducted semi-annually to identify dependency code discrepancies. The reconciliation produces three reports that are used to verify member's BAH entitlements. The reports are Officer/Enlisted Dependency discrepancies; Mil-Mil BAH Same ADSN-Central-Site Match; and Mil-Mil BAH Different ADSN-Central-Site Match. The reports are accessible via Sysout Archive and Retrieval System and DFAS sends a message to the Reserve Pay Office s/Financial Management Flights when the reports are available. A report of the members who appeared on the prior report is also included. The Reserve Pay Office establishes a 45-day suspense date for completion and return of the reports to DFAS. The Reserve Pay Office forwards one copy of these reports to the MPF for action. These reports are a priority and the discrepancies are to be corrected as soon as possible.

13.12.1. Performing the Review.

13.12.1.1. Officer/Enlisted Dependency Discrepancies. Discrepancies between the Closest Dependent Code for BAH in DJMS and the Marital Status Code in MilPDS.

13.12.1.1.1. Compare the discrepancy to available information and annotate the report with the information found, indicating which database needs to be corrected (i.e., Defense Joint Military Pay System, MilPDS, neither). For example, if one member is coded with a BAH Closest Dependent Code of A and MilPDS shows a code of annulled (A), divorced (D), legally separated (L), single (S) or widowed (W), then suspect that there has been an overpayment of BAH to this household. The Reserve Pay Office should inform the member of the potential overpayment and recoupment action if the member does not provide proof (i.e. marriage certificate) of dependency status. When documentation supports entitlement to with-dependent BAH, the Reserve Pay Office advises the member to contact MPF to update dependency status in MilPDS.

13.12.1.1.2. Entries with a MilPDS Code of "S" and DJMS Closest Dependent Code of "C" are not valid discrepancies and should be disregarded.

13.12.1.2. Mil-Mil BAH Discrepancies. These reports identify possible overpayments of BAH at the with-dependent rate.



- 13.12.1.2.1. Stop the BAH for members whose records indicate possible overpayments. For example, when one member is coded with a BAH closest dependent code of A, B, C or W and the spouse is coded A, B, W or BAH-DIFF, then suspect that there has been an overpayment of BAH, even though the members do not reside together. When both members are residing together and receiving BAH at the with-dependent rate for the same household, stop only the junior member's entitlement. When a member's entitlement is stopped, the regular supporting documentation is required to restart the BAH.
- 13.12.2. Follow-up to determine if a debt should be established due to overpayment.
- 13.12.2.1. Obtain the information necessary to resolve the discrepancy in the usual ways, personal interview, telephone, FAX, letter, or by having the member complete an AF Form 594. When a member does not respond to the initial inquiry within 10 days, contact the member's unit. If advised that the member is unable to report to the Financial Management Flight (on leave, temporary duty, etc.), request the unit provide an expected return date and establish a suspense to follow-up with member at that time.
- 13.12.2.2. Minor, non-pay affecting discrepancies do not require immediate action against the MMPA. Annotate the report and count the discrepancy as a DJMS error. Ensure follow-up is done to correct them in a timely manner.
- 13.12.2.3. When the member provides information or documentation to support the entitlements, instruct the members (to include both spouses when military members are married) to go to the MPF to have the necessary changes made, annotate the report accordingly, and count the discrepancy as a MilPDS error.
- 13.12.2.4. When the unit advises that the member is NOT unavailable due to mission reasons (Temporary Duty Status or leave), research the member's latest AF Form 594 recertification (for members with dependents) to ensure it agrees with the entitlement on the pay record. If the member did not recertify, there is no way to validate the current entitlement, advise member the BAH entitlement is changed to BAH-Partial if he/she fails to respond within five business days. When the member does not respond to the Reserve Pay Office by the suspense date, change the BAH entitlement to BAH-partial, effective on the current date. Once the member provides verification of entitlement, update the BAH entitlement accordingly, retroactive to the date it was reduced.
- 13.12.2.5. BAH Dependent Code is incorrect, prepare and process a DD Form 114 with a statement explaining the changes needed, ensure the member's name, SSN, incorrect (current) code and the correct code is included.
- 13.12.3. Preparation of DFAS Form 2429 (Dependency Discrepancy Report Account) for the total number of errors identified by the reports, by category, on the Dependency Discrepancy Report (i.e., Defense Joint Military Pay System, MilPDS, other). Errors include those that cannot be corrected immediately because the member is unavailable as well as those identified in [paragraph 13.12.2](#)

13.12.4. Distribution of Reports and DFAS Form 2429 (Dependency Discrepancy Report). After the reports have been annotated with all discrepancies discovered, the Reserve Pay Office supervisor forwards the Dependency Discrepancy Report, with the list of names and SSN of those members whose records in MilPDS require correction, to the MPF for action. The MPF corrects the MilPDS records, countersigns the Dependency Discrepancy Report, and returns it to the Reserve Pay Office. Upon receipt of the Dependency Discrepancy Report from the MPF, the Reserve Pay Office supervisor makes a copy of the annotated listings and the Dependency Discrepancy Report for Reserve Pay Office retention, then mails the originals to DFAS-IN/JFLTBA, ATTN: Air Force Dependency, 8899 E. 56th Street, Indianapolis, IN 46249-1200, with a copy to the MAJOR COMMAND. Ensure DFAS-IN/JFLTBA receives the annotated reports and the completed Dependency Discrepancy Report by the suspense date.

13.12.4.1. Advise the MPF of the purpose of this review and request the return of the listing, with Marital Status Code corrections annotated, in sufficient time for the Reserve Pay Office to meet the DFAS-IN suspense. It is essential that the Reserve Pay Office and MPF coordinate to resolve and prevent discrepancies. When a member reports to the Reserve Pay Office or MPF to change Marital Status or Dependency code, whichever office the member reports to opens a CMS case and refers it to the other for update to the other system.

13.12.4.2. Each time a member requests a change, affecting his/her dependency status, affecting either DJMS or MilPDS, a notice is generated and printed with MPF daily processing. When the change was updated in the MilPDS, a listing titled "MPF /FMF Marital Status Interface Transaction Register" is printed and addressed to the Reserve Pay Office for further follow-up action. The Reserve Pay Office reviews the listing to determine if the MilPDS change was pay-impacting (for example, member updated marital status to divorced) and, if so, contact the member to provide the necessary documentation to allow an update to Defense Joint Military Pay System. When the change was in Defense Joint Military Pay System, a listing titled "Notice of Dependency or Marital Status Change" is printed. MPF works this report based on their guidance.

13.12.5. Quality Assurance Manager verifies and validates the Internal Controls and has responsibility for follow-up with an independent validation of these reviews.

**13.13. Assignment/Termination of Temporary Lodging Facility.** Temporary Lodging Facility, or other transient type facilities are not considered government quarters for BAH purposes. Accordingly, they have no impact on a member's BAH entitlement.

**13.14. BAH Entitlement.** Paragraphs 13.15-13.27 of this publication provide explanation of entitlement conditions for some commonly misunderstood scenarios. These paragraphs do not supersede, but are intended for use in conjunction with the JTR, Chapter 10. For complete explanation of these and other BAH entitlement conditions see JTR, Chapter 10.

**13.15. BAH Entitlement – New Accessions.**

13.15.1. With-Dependents. Newly inducted, enlisted or re-enlisted members, officers, and officer candidates with dependents are entitled to BAH effective the date of enlistment or entry on active duty based on their primary residence.

13.15.2. Without-Dependents. Newly inducted, enlisted or re-enlisted members, officers, and officer candidates without dependents are authorized BAH-T during periods of travel between duty/training sites and his/her initial PDS or return to primary residence upon completion of training. Additionally, while in the accession pipeline, the member may be financially responsible for maintaining their primary residence and continues to pay rent or owns the residence, then the member is entitled to BAH at the without dependent rate based on the primary residence. (See JTR Chapter 10, paragraph 10416)

13.15.2.1. Lease. The lease has to be for the residence the member was called to duty from and dated prior to the date of the orders were established. The lease is reviewed for dates to verify the member is paid only for periods of the lease.

13.15.2.2. Proof of payment. A Reserve Pay Office can request historical documentation of payments for the rental property.

13.15.2.3. Documentation. Prepare an AF Form 594 to start member's entitlement to without-dependent BAH with a copy of the lease attached. Establish a suspense file to ensure the entitlement is stopped prior to the order end date when the lease ends before the order end date.

### **13.16. BAH-Partial.**

13.16.1. Payment Procedures. Submit a TIN C01 or TIN A24 to pay BAH-Partial to members without dependents who reside in single-type government quarters.

13.16.2. When the member is entitled to BAH Reserve Component but has been paid BAH-Partial, the Reserve Pay Office:

13.16.2.1. Submits a TIN C03 to collect the BAH-Partial.

13.16.2.2. Submits a TIN C04 to pay BAH Reserve Component on the same update and a separate TIN C03 when appropriation data changes.

### **13.17. BAH-Differential.**

13.17.1. Payment Procedures. The Reserve Pay Office determines the amount of BAH-DIFF payable by using the standard DJMS Table 028, BAH – CHILD SUPPORT.

13.17.1.1. Prepare a DD Form 114 and include the member's name, SSN, effective dates of entitlement (start and stop), amount of child support, BAH-Diff computation for each period of entitlement, copy of divorce or legal separation document and a copy of the AF Form 594 (to include the name and SSN of the former spouse, if the spouse is a military member).

13.17.1.2. Create a CMS, attach all supporting documentation and send to DFAS to update the member's MMPA.

13.17.2. When a member is promoted, he or she reestablishes the BAH-Diff entitlement by providing proof of increase in the child support payment.

13.17.3. When the member is married to another military member, both members cannot draw with-dependent rate BAH. Deny entitlement to BAH-DIFF if the former spouse is a military member drawing with-dependent rate BAH for dependent children, and/or the member receiving BAH Diff is remarried to another service member.

**13.18. BAH Rate Protection and Waivers.** BAH Rate Protection is designed to avoid reductions in a member's housing allowance in certain situations.

13.18.1. While on continuous active duty within the United States: BAH Individual Rate Protection is maintained and BAH is not to be reduced as a result of changes in housing costs in the Military Housing Authority, changes in the national monthly housing cost, or promotion of the member. BAH Rate Protection is lost if there is a change in status of the member, a short tour order going into a long tour order despite being a continuous order, including demotion, member moving out of current Military Housing Authority, Permanent Change of Station between two PDSs in different MHAs (unless waiver approved), a change in dependency status, or a break in active duty occurs.

13.18.2. Upon permanent change of station: A member may request BAH Rate Protection via waiver. BAH Rate Protection waivers are applied for through the servicing MPF and approved by AF/A1PA. The following conditions warrant waiver consideration:

13.18.2.1. Low Cost/No Cost Moves. With an approved waiver, a member with or without dependents, reassigned incident to a low cost/no cost move within the U.S., may be entitled to continue receipt of BAH at the old PDS rate. See AFMAN 65-116, Volume 1, Chapter 26 for the format to use when requesting a waiver for Low Cost/No Cost Moves.

13.18.2.2. Members who remain in the same house when completing a low cost/no cost move where the PDS rate at the new location is lower than the PDS rate for the previous location, are entitled to BAH rate protection upon approval of the BAH waiver. DJMS does not automatically rate protect the BAH when the new PDS zip code is entered. When the member is eligible for BAH rate protection under these circumstances, establish a CMS case and send to DFAS to request BAH rate protection.

**13.19. BAH Entitlement (Member in Temporary Duty Station or Permanent Change of Station Status).**

13.19.1. Temporary Duty Status station changed to PDS. When a member receives Permanent Change of Station orders while hospitalized, on emergency leave, or TEMPORARY DUTY STATUS, the member's entitlement to BAH at the new PDS is based upon the effective date of orders.

13.19.2. Temporary Duty Status. A member in a Temporary Duty Status receives BAH or Overseas Housing Allowance based on their primary residence.

**13.20. BAH Entitlement (Military to Military).**

13.20.1. Without Dependents.

13.20.1.1. Member married to member, on active duty for the same time period, with no dependents, are each entitled to without-dependent rate housing allowance based on their active duty tour length (BAH Reserve Component or BAH), when not assigned to family-type government quarters.

13.20.1.2. Member married to a member, only one member on active duty. The member on active duty is entitled to with-dependent rate BAH for the periods of non-concurrent active duty, based on their active duty tour length (BAH Reserve Component or BAH), when not assigned to family-type government quarters.

### 13.20.2. With Dependents.

13.20.2.1. Member married to member, on active duty for the time period, with dependents when family-type government quarters are not assigned.

13.20.2.1.1. One member is entitled to the with-dependent BAH based on their active duty tour length (BAH Reserve Component or BAH).

13.20.2.1.2. The other member is entitled to without-dependent BAH, based on their active duty tour length (BAH Reserve Component or BAH).

13.20.2.2. When one member receives with-dependent rate BAH on DJMS-AC (Regular Air Force, Active Guard Reserve, Statutory Tour, etc.), with no other eligible dependents besides the Reserve Component spouse, then the Reserve Pay Office sends a DD Form 139 with a copy of the Reserve Component member's orders to the member's servicing Financial Management Flight of the member paid via DJMS-AC. The Financial Service Office starts without-dependent BAH for the member being paid via DJMS-AC during the time period the member paid via DJMS-RC was on active duty.

### 13.21. BAH Entitlement (Death of Member).

13.21.1. When a member dies while on active duty, BAH may be authorized for up to 365 days after the member's death. When the surviving spouse is also a member, the entitlement may be paid in addition to any other pay and allowances to which the surviving member spouse is entitled.

13.21.2. When the dependents on whose behalf the with dependent BAH was paid to the deceased member cannot be claimed by the surviving member spouse, without dependents rate BAH may be paid to the surviving member spouse. See AFMAN 65-116, Volume 1, Chapter 54 for additional information on Allowance for Quarters to Surviving Dependents.

### 13.22. Family Separation Housing -O and Family Separation Housing -B.

13.22.1. Family Separation Housing -O/Family Separation Housing -B is payable under the following conditions: adequate government quarters are not available for the member's assignment, the member's dependents do not live at or near the PDS and dependent travel was not authorized at government expense to the PDS or a nearby location. This includes unaccompanied tours to normally accompanied/concurrent travel locations and, in some cases, acquired dependent situations.

13.22.2. Dependents Visit Member receiving Family Separation Housing -O/Family Separation Housing -B. When a member is visited at the PDS by all dependents, member certifies date of their arrival, purpose, and expected length of visit. Upon dependent's departure, the member certifies date of departure and, if more than three months from date of their arrival, reason for extension of visit.

**13.23. Advance Payment of BAH.** See AFMAN 65-116 Volume 3, Chapter 23 and JTR, paragraph 10006 for advance payment procedures.

### 13.24. Reserve Pay Office Procedures.

13.24.1. New Accessions. The Reserve Pay Office submits the following transactions:

13.24.1.1. Process an A06 (Gain) transaction with the applicable dependency code.

13.24.1.2. When the AF Form 594 is not available, gain member as single, without dependents at the end of the second Inactive Duty weekend after enlistment.

13.24.2. Changes. Process a TIN A15 (see [Table 13.1](#)).

13.24.3. Reserve Pay Office Actions (Member with-dependent BAH).

13.24.3.1. Long Tour. Process a TIN A32 (see [Table 13.3](#)) when tour is 31 days or more.

13.24.3.2. Short Tour. The TIN C01 automatically pays BAH Reserve Component at the with-dependent rate, based off the member's housing master record entry.

13.24.3.3. Process a TIN A30 (see [Table 13.2](#)) to pay BAH Reserve Component with a TIN C05 (51) to pay Overseas Housing Allowance for long tours.

13.24.4. Dependency Determination Pending.

13.24.4.1. Do not pay BAH until the dependency determination has been completed.

13.24.4.2. Process a TIN A15 with code "2I" before processing the TIN A24 or TIN C01. The code "2I" prevents any BAH payment.

13.24.5. Dependency Determination Resolved.

13.24.5.1. When the Reserve Pay Office receives the appropriate documentation, process a C04 transaction to pay BAH for tours already paid.

13.24.5.2. Process a separate C04 transaction when appropriation data changes.

13.24.6. Members without dependents.

13.24.6.1. When a member is entitled to without-dependent BAH, the Reserve Pay Office:

13.24.6.1.1. Submits a TIN A32 when tour is 31 days or more.

13.24.6.1.2. Submits a TIN C02 when tour is less than 30 days.

13.24.6.1.3. Submits a TIN A30 to pay BAH Reserve Component with a TIN C05 (51) transaction to pay Overseas Housing Allowance.

13.24.6.2. When a member was paid BAH-Partial erroneously, the Reserve Pay Office submits a TIN C03 to collect the BAH-Partial.

13.24.6.2.1. Submits separate TIN C03 for Officer and Airman status.

13.24.6.2.2. Submits a TIN C04 for payment of the correct rate of BAH.

13.24.7. Document Retention (AF Form 594/members with dependents).

13.24.7.1. Create a CMS Case with Case Type "Finance Improvement and Audit Readiness Financial Management Flight/ Reserve Pay Office Certified AF Form 594", "Process Category", and "Data Verification Issue" as the Root Cause.

13.24.7.2. This applies to new requests for with-dependent BAH (gains, births, marriages, divorces, etc.) or for changes in the primary dependent (e.g. from spouse, type A, to child, type C).

13.24.7.3. Attach a legible copy of the certified AF Form 594 to the CMS Case (do not attach dependent supporting documentation).

**Table 13.1. TIN A15 – BAH Dependency.**

Data Element Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>
BAH STATUS	Code for dependency status.
BAH EFFECTIVE DATE	Effective date of change in BAH STATUS in year-month-day sequence (example: 31 May 90 is 900531).
BAH DEPENDENT TYPE	See <b>Table 14.3.</b> for exact code to reflect the dependent type.
BAH DATE OF BIRTH OF DEPENDENT (PRIME)	1. Year, month, and day (YYMMDD) of birth of youngest child under 21 years of age when code in BAH DEPENDENT TYPE is "C" or "W". Year, month, and day (YYMMDD) of birth of youngest child who is a full-time student under 23 years of age when BAH Dependent Type is "S". Otherwise, zero-fill.
COMMON DATA: PAS, ST-PGMA, Transaction Indicator Number, AND SUBMISSION DATE	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>

**Table 13.2. A30 – BAH II Long Tour.**

Data Element Name	Explanation
QTRS-AVAIL	Enter Availability Code: 0 = Government Quarters Unavailable 1 = Government Quarters Available (If quarters are made available within the period of the tour, use code 0 with original start date and new stop date. Then submit another A30 with code 1 for the period quarters were available on the next update.)
Basic Allowance For Quarters - STR	Start date of BAH II entitlement in YYMMDD.
Basic Allowance For Quarters - STP	Stop date of BAH II entitlement in YYMMDD.
PAS: SITE-identifier (or CBPO) UIC	The two position site-identifier, and the  Six position unit identification code.
ST-PGMA	For ANG enter the state tax code. Reference Attachment 5 For USAF, the pay group: Values are A, B, D, F, Values are N,A,B,C,D,F,H,R or X



**Table 13.3. A32 – Basic Allowance for Housing (BAH).**

Data Element Name	Explanation
TRAN-identifier	Enter W = Air Force Field; HEX 00 = Central Site Air Force.
BAH-STR	Entitlement start date in YYMMDD. If original A32 was erroneous and member is not entitled to VHA, enter all zeros.
BAH-STP	Entitlement stop date in YYMMDD.
VHA-STR-ZIP	Zip Code.
BAH-DA-RATE	Zero-Fill for automatic calculation of BAH. The daily rate has 4 decimals.
BAH/COLA IND	An 8 for BAH or 9 for COLA.
NBR-DEP	0 = members without dependents. 1 - 9 = members with dependents.
PAS: SITE-identifier (or MPR) UIC	The two position site-identifier and the Six position unit identification code.
ST-PGMA	For ANG enter the state tax code. Reference Attachment 5 For USAF, the pay group: Values are A, B, D, F Values are N,A,B,C,D,F,H,R or X

## Chapter 14

### CLOTHING AND UNIFORM ALLOWANCES

**14.1. Introduction.** Reserve Component personnel on active duty for periods of less than 6 months, or while on inactive duty, are furnished the required individual clothing items as in-kind issues. Reserve Component personnel may receive the Standard Initial Clothing Allowance cash portion for items designated to be personally procured and not issued in-kind. Members of Reserve Components on active duty for periods of less than 6 months or on inactive duty are not entitled to any Civilian Clothing Allowances. Reference DOD 7000.14-R Volume 7A, Chapter 29 (Enlisted) and Chapter 30 (Officer) and AFI 36-3014, *Clothing Allowances for Air Force Personnel* for entitlement. Further guidance for payment of clothing allowances for Reserve members is set forth in Chapters 57 and 58.

#### **14.2. Clothing Allowance Types.**

##### 14.2.1. Officers Uniform and Equipment Allowance (UEA).

14.2.1.1. Initial and Additional Active Duty Uniform Allowance. See DOD 7000.14-R, Volume 7A, Chapter 30 and AFI 36-3014.

14.2.1.2. Officer's Civilian Clothing Allowance. Officers assigned to a PDS outside the United States, who are required to wear civilian clothing all or a substantial portion of the time in the performance of official duty, may be authorized an allowance for civilian clothing. See DOD 7000.14-R, Volume 7A, Chapter 30. For payment of civilian clothing allowance, the Reserve Pay Office submits a CMS case to DFAS-IN.

##### 14.2.2. Enlisted Clothing Monetary Allowances:

14.2.2.1. Standard Initial Clothing Allowance. Provided as an in-kind issue upon enlistment, although a cash payment may be made for items not furnished in-kind. See DOD 7000.14-R Volume 7A, Chapter 29 and AFI 36-3014.

14.2.2.2. Maternity Supplemental Clothing Allowance. This is not a Military Pay function and should be referred to the Accounting Section when payment other than Base Supply GPC card is required. (For entitlement, see AFI 36-3014, Chapter 3).

14.2.2.3. Supplemental Recruiter Clothing. Only permanent Active Guard Reserve and Status Tour members may be entitled to supplemental clothing allowances. WebDMO is used to process the payment when an Active Guard Reserve member is entitled to a supplemental clothing allowance. Receipts for items purchased are not required and allowances are funded from MilPers Fund Code "56". WebDMO automatically uses the correct fund cite as long as the member has the ANG component code (N) on his/her MMPA. The recruiter supplemental clothing allowance is processed using a 6103 transaction, type L. (See AFMAN 65-116, Volume 1, Chapter 33 and Attachment 9).

14.2.2.4. Civilian Clothing Allowance. Members of the Reserve Components on active duty for periods of less than 6 months or on inactive duty are not entitled to any Civilian Clothing Allowances. Reserve Component enlisted members may only receive a civilian clothing allowance when on active duty for 180 consecutive days or more when members are required to wear civilian clothes for reasons such as security or safety. The MPF authorizes the civilian clothing allowance when competent authority determines the wear of civilian clothes is mandatory to perform assigned duties. For eligibility, see AFI 36-3014, Chapter 3. Current rates for civilian clothing allowances are listed in the DOD 7000.14-R, Volume 7A, Chapter 29. For payment of civilian clothing allowance, the Reserve Pay Office submits a CMS case to DFAS-IN.

14.2.2.5. General Information. Items of individual clothing required by Reserve Component personnel on active duty for periods of less than 6 months, or while on inactive duty, are furnished as in-kind issues. The prescribed cash portion of the Standard Initial Clothing Allowance may be paid to the Reserve member at the time that their initial allowance is issued for items designated to be personally purchased and not issued in-kind.

### 14.3. Substantiating Documentation:

14.3.1. AF Form 1969, *Officer Uniform Allowance Certification*, for payment of Initial and Additional Active Duty Uniform Allowance.

14.3.2. DD Form 139. RC enlisted member's orders authorizing civilian clothing allowance and process a TIN D18 to include memo entry.

14.3.3. Unit Commander Authorization Memorandum. **Note:** An authorization memorandum from the member's commander is not required if the member is Explosive Ordinance Disposal and Explosive Detector Dog Personnel on U. S. Secret Service Support Duty, Defense Courier Service couriers, or Defense Threat Reduction Agency military personnel (on orders over 179 days) required to perform multiple short TDY status are authorized civilian clothing allowance, regardless of the TDY length.

### 14.4. Reserve Pay Office Procedures.

14.4.1. Officers Uniform Allowance (OUA). Review the AF Form 1969 and military duty requirements to ensure proper substantiating documents support the payment.

14.4.1.1. Verify entitlement was not previously paid by reviewing the member's MMPA, Entitlement Data, page 3 for last OUA payment. Deny payment if member received an entitlement within the timeline provided in the DOD 7000.14-R, Volume 7A, Chapter 30.

14.4.1.2. Process a TIN B06 to update member's MMPA and pay Initial OUA. Select "Report" to create an initial entitlement or "Correct" to correct a previously reported transaction.

14.4.1.2.1. Fiscal Year Designator. The last digit of the current Fiscal Year or one of five prior Fiscal Years.

14.4.1.2.2. APC. Enter the appropriate APC contained in the APC sub-tables.

14.4.1.2.3. Reference [Table 14.1](#) for proper coding of the Uniform Allowance Type and Uniform Allowance Date

14.4.1.2.4. Order Number. Enter the order number from the active duty orders. Cannot contain spaces.

14.4.1.2.5. Uniform Allowance for Future Date. This field may be blank or enter a date in YYMMDD format. WebDMO system generates zeroes in this field when left blank. When a date is entered in this field, it cannot be less than the Uniform Allowance Date plus two years.

14.4.2. Enlisted member's Civilian Clothing Allowance. Prepare the DD Form 139 with supporting Temporary Duty (TEMPORARY DUTY STATUS) order. Reference DOD 7000.14-R Volume 7A, Chapter 29 for amounts and authorization for entitlement.

14.4.2.1. The Reserve Pay Office submits a CMS case to DFAS-IN requesting payment to the member. AFR Reserve Pay Office keeps a Subject Folder to track Civilian Clothing Allowance payments.

14.4.2.2. AFR Reserve Pay Offices prepare and maintain a Management Case Folder to track Civilian Clothing Allowance payments. Maintain a copy of the substantiating documentation in accordance with AFRIMS Table 65-30 R 57.00.

#### **14.5. Clothing Allowance Entitlement.**

14.5.1. When a Regular Air Force officer transfers to a reserve component, the officer is entitled to an additional uniform allowance after reporting for active duty for a period of more than 90 days, payable on the 91st day of tour.

14.5.2. An officer coming from Officer Training School at Maxwell Air Force Base is authorized initial uniform allowance.

14.5.2.1. Officer is entitled to initial uniform allowance after 14 days of active duty or active duty for training and continues on for additional training.

14.5.2.2. Officer is entitled to initial uniform allowance after completing 14 periods (minimum two hours duration for each period) of inactive duty training.

14.5.3. When a Reserve Component officer transfers to another Reserve Component that requires a different uniform, the officer is entitled to another initial uniform allowance. Regular officers are not entitled to this allowance when transferring to another Military Service.

**14.6. Additional Clothing Allowance.** A new AGR or technician officer may be entitled to an additional clothing allowance in accordance with DOD 7000.14-R Volume 7A, Chapter 30.

14.6.1. Exceptions: The officer is not entitled to an additional clothing allowance if received or was entitled to receive an initial or additional allowance in the past two years or, when converting from technician to Active Guard Reserve status (reference 37 U.S.C., 417). A period of National Guard Technician duty is treated as a period of active duty.

14.6.2. An AGR or technician is not entitled to a clothing allowance unless they have a two year break in their technician or AGR duty.

**Table 14.1. B06 – Officer Clothing Allowance Initial / Correct Officer Clothing Allowance / Future Date.**

Data Element Name	Explanation
UNIFORM ALLOWANCE TYPE	<ol style="list-style-type: none"> <li>1. Leave blank if only correcting the UMA future date currently recorded on the MMPA.</li> <li>2. Enter the uniform allowance type “L or K” that represents the last correctly paid uniform allowance type if the uniform allowance type and/or the uniform allowance effective date that is currently recorded on the MMPA is not correct.</li> <li>3. Leave blank if a uniform allowance has not been previously due and paid.</li> </ol>
UNIFORM ALLOWANCE DATE	<ol style="list-style-type: none"> <li>1. Leave blank if only correcting the UMA future date currently recorded on the MMPA.</li> <li>2. If correcting UNIFORM ALLOWANCE TYPE, enter the effective date for the corrected uniform allowance in YYMMDD format.</li> </ol>
UNIFORM ALLOWANCE ACTION INDICATOR	Enter “2” to change or correct uniform allowance data.
UMA FUTURE DATE	<ol style="list-style-type: none"> <li>1. Zero-fill if the uniform allowance effective date in UNIFORM ALLOWANCE DATE is equal to all zeros or the officer’s assigned CBPO is equal to S8 or 97.</li> <li>2. Enter the uniform maintenance allowance future date in YYMMDD format if this date is being corrected or established.</li> </ol>
COMMON DATA: PAS, ST-PGMA ,Transaction Indicator Number, AND SUBMISSION DATE	See common data <b>Table 2.1.</b>

## Chapter 15

### COST OF LIVING ALLOWANCE

**15.1. Introduction.** The Joint Travel Regulation (JTR), Chapter 8, Continental United States (CONUS) Cost of Living Allowance (COLA) and Chapter 9, Outside the Continental United States (OCONUS) COLA and Temporary Lodging Allowance define the COLA payable to a member. COLA is designed to assist members in defraying the excess costs incurred incident to assignment on permanent duty.

15.1.1. OCONUS COLA is a non-taxable allowance designed to offset the higher overseas prices of non-housing goods and services, including Alaska and Hawaii. COLA helps maintain purchasing power so a member can purchase the same level of goods and services overseas as in CONUS. It does not compensate for remoteness, hardship, or non-availability of goods and services.

15.1.2. CONUS COLA is a taxable supplemental allowance designed to help offset higher prices in high-cost locations in CONUS that exceed the costs in average CONUS locations by 8 percent or more.

#### **15.2. Substantiating Documentation.**

15.2.1. PCS Orders with CONUS COLA or OCONUS COLA authorized.

15.2.2. DD Form 114 when COLA is not authorized on the PCS Order or when monthly COLA adjustments are required.

#### **15.3. COLA Location Tables and Rates.**

15.3.1. COLA location tables and rates can be retrieved by accessing the following websites and DJMS JWMM tables:

15.3.1.1. CONUS: <http://www.defensetravel.dod.mil/site/conusCalc.cfm> and DJMS JWMM Table 160

15.3.1.2. OCONUS: <http://www.defensetravel.dod.mil/site/colaCalc.cfm> and DJMS JWMM Table 161

#### **15.4. Reserve Pay Office Actions.**

15.4.1. Ensure COLA is selected during the Military Pay Specialist review for “Pay Entitlements” during the AROWS process. Ensure the TIN A32 has posted on the member’s MMPA prior to processing the TIN C05 (50). The number of dependents is listed in the remarks section of the member’s PCS orders. If not, have the member verify the number of dependents.

15.4.2. Complete a DD Form 114 with the orders attached to support the COLA payment when not authorized in the orders.

15.4.3. Use the DTMO Location Code Queries to search for locations. Ensure the codes are updated in the DJMS JWMM table and verify the TIN A24 dates prior to processing the applicable transactions. Use the zip code paid on TIN A32 and process the TIN C05 (50). Due to system constraints, only one TIN A32 processes. Therefore, the COLA entitlement is processed with the TIN C05 using Entitlement Type “50”. The TIN C05 (50) can only be processed with BAH Reserve Component.

15.4.3.1. Enter the COLA Start and Stop Date, YYMMDD format.

15.4.3.1.1. COLA START DATE. Enter the Entitlement Start Date in YYMMDD format. When the original period of COLA was erroneous and the member was not entitled to COLA, leave blank.

15.4.3.1.2. COLA STOP DATE. Enter the date that the COLA entitlement ends in YYMMDD format. When the original period of COLA was erroneous and the member was not entitled to COLA, leave blank.

15.4.3.2. Enter the JTR Location Code based on Defense Travel Management Office (DTMO) and DJMS query. When the Start and Stop Dates are blank, leave blank.

15.4.3.3. Enter the COLA Daily Rate. WebDMO accepts 3 numeric characters before requiring a decimal point to precede the cents or fractional cents up to four digits to the right of the decimal point (DDD.CCCC format) ranging between 000.0000 to 999.9900. When an amount is entered without a decimal point, the value is whole dollars. When a decimal point is entered and less than four digits are entered to the right of the decimal point, the cents/fractional cents is zero-filled to the right of the digit entered. Enter the amount in DDD.CCCC format. When applicable, the 3rd and 4th digits to the right of the decimal point need to equal zero. When paying barracks-rate COLA, use the actual calculated daily rate, do not zero fill. When the original period of COLA was erroneous and the member was not entitled to COLA, zero fill.

15.4.3.4. Enter the pay grade. Use zero for Officer “O” and 3 for enlisted “E”.

15.4.3.5. Enter the number of dependents. 0= No dependents; 1=dependents.

15.4.3.6. Enter the years of service for basic pay (01 to 99).

15.4.3.7. Ensure the C05 (50) transaction processed correctly in Defense Joint Military Pay System. See [Table 15.1](#) for line definition when reviewing the processed transaction line. Review the MMPA “Entitlement Data Screen, Page 3” under BAH.

15.4.3.8. Continue to verify the COLA rates as these rates change frequently. Additional TIN C05 may be required when COLA rates change.

15.4.4. Reserve Pay Office actions to retroactively pay COLA.

15.4.4.1. Process a TIN C05 with Entitlement Type “50” for OCONUS or Type “52” for CONUS to retroactively pay COLA. Use the DTMO Location Code Queries to search for locations, ensure the codes are updated in the DJMS JWMM table and verify the TIN A24 dates prior to processing the applicable transactions. The TIN C05 is a retroactive transaction; (i.e., the C05 processes only after the period of duty within the TIN C05 has been paid by DJMS-RC and posted to the calendar.)

15.4.4.2. First Entitlement Type is “50” for OCONUS COLA and “52” for CONUS COLA. Only two entitlements can be processed per input screen.

15.4.4.3. First Entitlement Start Date and Stop Date are based on the payment history file. The Reserve Pay Office reviews the processed transaction lines to maintain consistency with the TIN A24 and the L00 payment lines currently processed.

15.4.4.4. Enter the JTR Location Code. When the 1st or 2nd Entitlement Type is “50” or “52”, enter the JTR Location code or zip code based on the member’s duty location. .

15.4.4.5. Zero fill the daily rate. The zip code generates the COLA amount. For Outside the Continental United States COLA, enter the daily rate from the DTMO website or the DJMS JWMM table.

15.4.4.6. Over 4 years Enlisted Service is used for commissioned officers with over 4 years enlisted.

15.4.4.7. Enter the grade.

15.4.4.8. Enter the years of service.

15.4.4.9. The TIN C05 may be submitted and paid on the exact date of the code 2 (mid-month) or code 3 (end-of-month) updates. The TIN C05 has to arrive at DFAS-IN by the date of the code 2 or code 3 run or they recycle until the next coded update. **Note:** The TIN C05 for 1-15 July needs to be submitted to arrive in DFAS-IN to process on July 6th. When the transaction arrives before July 6th, the TIN C05 rejects with error message “INCOMPATIBLE WITH HF1- NO ENTRY OR INCOMPATIBLE WITH HF-1 TYPE DUTY”. When the transaction is received after July 6th, the C05 recycles until the next coded update. Reference the FR 160 report to confirm that the TIN C05 processed.

## **15.5. Monthly COLA Entitlement Verification.**

15.5.1. The Reserve Pay Office uses the following steps to verify member’s entitlement to COLA. Retrieve the COLA data by using WebDMO’s Query Options. Select Pay Entitlements, “With Entitlement”, and both CONUS COLA and OCONUS COLA. Save the report to excel and verify COLA payments are proper for the current month. Annotate each line item with type of action taken.

15.5.2. When the verification is complete, save the file to Adobe PDF, digitally sign and date the report (**T-0**). Maintain the report in accordance with AFRIMS Table 65-30 R57.00.



**Table 15.1. C05 (51) – Cost Of Living Allowance.**

	Explanation
1ST ENTITLEMENT TYPE	Enter W = Air Force Field; HEX 00 = Central Site Air Force
1ST ENTITLEMENT START	Entitlement start date in YYMMDD.
1ST ENTITLEMENT STOP	Entitlement stop date in YYMMDD.
JTR -LOC-CODE	Enter the applicable JTR location code. Reference Continental United States- <a href="http://www.defensetravel.dod.mil/site/conusloc.cfm">http://www.defensetravel.dod.mil/site/conusloc.cfm</a> Outside the Continental United States- <a href="http://www.defensetravel.dod.mil/site/locCodeCalc.cfm">http://www.defensetravel.dod.mil/site/locCodeCalc.cfm</a> DJMS JWMM 160 and 161
COLA -DA-RATE	Use an actual calculated daily rate.
COLA -DAT-RATE-END	Enter 000.
OVER 4 YRS ENLISTED SRVC	N
<b>Note:</b> When previously reported COLA data is erroneous and the long tour has not paid out, submit a new TIN C05(51) with the correct data for the unpaid portion of the tour. Correction needs to be made to erroneous payments.	

## Chapter 16

### FAMILY SEPARATION ALLOWANCE

**16.1. Entitlement.** Family Separation Allowance is payable to members with dependents. Family Separation Allowance is payable in addition to any other allowance or per diem, to which a member may be entitled. See DOD 7000.14-R, Volume 7A, Chapters 27 and 57 for entitlement provisions.

**16.2. Supporting Documentation.**

16.2.1. DD Form 1561.

16.2.2. DD Form 114.

16.2.3. Active Duty Order.

**16.3. Reserve Pay Office Procedures.**

16.3.1. Establish a Management Case File and maintain a copy of member's DD Form 1561 and active duty order. Provide the member with a DD Form 1561 upon departure from duty station or home when the member is separated from dependents while performing Temporary Duty Status or active duty. (Member completes Part I and submits the form and active duty order to the Reserve Pay Office).

16.3.2. Ensure Part II of the DD Form 1561 is completed by a Certifying Officer when the member has been on station 30 days (including proceed time).

16.3.3. Process an A33 (see Table 16.1) transaction to start Family Separation Allowance or a TIN C05 to retroactively pay Family Separation Allowance.

16.3.4. Make adjustments to Family Separation Allowance entitlements when dependents visit member or the member's tour is extended.

16.3.5. Process a TIN C03 to collect overpayments of Family Separation Allowance.

**16.4. Reserve Pay Office Procedures (Basic Training Attendees).**

16.4.1. Establish a Management Case File and maintain a copy of member's DD Form 1561 and active duty order. Provide the member with a DD Form 1561 upon departure from duty station or home when the member is separated from dependents. (Member should complete Part I and submit the DD Form 1561 before departing for basic training).

16.4.2. Ensure Part II of the DD Form 1561 is completed by a Certifying Officer when the member has been on station 30 days (including proceed time).

16.4.3. Process a TIN A33 to Start Family Separation Allowance or a TIN C05 to retroactively pay Family Separation Allowance.

16.4.4. Make adjustments to Family Separation Allowance entitlements when dependents visit member or the member's tour is extended.

16.4.5. Process a TIN C03 to collect overpayments of Family Separation Allowance.

## Chapter 17

### SPECIAL PAY FOR MEDICAL AND OTHER HEALTH PROFESSIONAL OFFICERS

**17.1. Introduction.** Reserve medical officers called to active duty, other than for training (not annual training, inactive duty training, UTA and special tours), for more than 30 days, but less than one year, and have a current, valid unrestricted license, may be eligible to receive Variable Special Pay (VSP), Additional Special Pay (ASP), Board Certified Pay, and Incentive Special Pay. See the DOD 7000.14-R, Volume 7A, Chapters 5, 21, 63, and AFI 41-109, *Special and Incentive Pay for Health Professions Officers*.

#### **17.2. Responsibility.**

17.2.1. Member. Requests Special Pay by completing and submitting the application via myPers.

17.2.2. Military Personnel Flight (MPF). Brief the member on entitlement and eligibility to Special Pay. (Short Tours Only) Upon receipt of the certified statement from AFRC/SG or NGB/SG submit the certified statement to the Reserve Pay Office for payment of Special Pay. (**Note:** Do not accept the certified statement or supporting documentation directly from the member).

17.2.3. Air Reserve Personnel Center (ARPC). Review and certify the Special Pay application, complete and email the final approval memorandum to DFAS, the Reserve Pay Office, and the member.

17.2.4. AFRC/SG or NGB/SG. (Short Tours Only) Sends a certified statement of service (computer product, applicable form, or memo) to the MPF.

17.2.5. Reserve Pay Office. Brief medical and dental personnel on special pay entitlement(s). Reserve Pay Office processes the following transactions to pay or recoup special pay entitlements. (Short Tours Only)

17.2.5.1. TIN A28. Establish entitlement to Special Pay.

17.2.5.2. TIN A24. Pay entitlement to Special Pay (Long Tour)

17.2.5.3. TIN C01. Pay entitlement to Special Pay (Short Tour)

17.2.5.4. TIN C03. Collect erroneous payment of Special Pay.

17.2.5.5. TIN D02-2. Pay entitlement inside or outside of Immediate Access Storage. When paying medical special pay outside of Immediate Access Storage, the component of pay code is "B3" for medical officers. **Note:** The dates should not cross calendar months.

#### **17.3. Active Duty Training, Annual Training, and School Training.**

17.3.1. Medical Officers (not including dental, veterinary, optometry or CRNA officers) on active duty for training tours for less than one year, are entitled to a medical special pay at the monthly rate of \$450 per month (\$15 per day). RPO processes a TIN A28 to establish entitlement on the MMPA. Once entitlement is established on the MMPA, \$15 per day automatically pays when either a TIN A24 or TIN C01 is processed.

17.3.2. Active Duty Tours. Process a TIN A28 to initiate the correct Medical, Dental, Veterinary and Optometry Special Pay type code (see [Table 17.2](#)) and professional codes on the MMPA. This transaction records the proper codes and dates applicable to the entitlement on the MMPA. Each time a TIN A24 processes, medical special pay is paid automatically through DJMS-RC.

17.3.3. Process the correct Medical, Dental, Veterinary and Optometry Special Pay type code, 'B or E', whichever is applicable, in character position 16 of the TIN A28.

17.3.4. When an active duty training tour transaction processes before the TIN A28 is processed, process the TIN A28 using the current date as the start date. For the period prior to the TIN A28 start date, pay medical special pay using a TIN D02, regardless of inside or outside Immediate Access Storage. **Note:** A member entitled to medical special pay in [paragraph 17.3.1](#) above is entitled to the medical special pay listed in [paragraph 17.4](#) and vice versa. A member cannot receive both types of medical pay for the same period of time. Process another TIN A28, zero-filling the appropriate fields to remove current MMPA information. This prevents further payments of medical special pay for active duty tours.

17.3.5. Collection of Active Duty Tours.

17.3.5.1. Medical special pay is collected with a TIN C03 when entitlement identifier equals '01', 'Collect All'. When only medical special pay is collected, use a TIN D02, regardless of inside or outside Immediate Access Storage.

17.3.5.2. When only medical special pay is being collected, use a TIN D02 'C' transaction, regardless of inside or outside Immediate Access Storage.

17.3.5.3. The component of pay code medical special pay of \$450 per month is 'B3'.

17.3.6. Dental officers on active duty, including active duty annual training, active duty for training, and active duty for special work, for less than one year, are entitled to a dental special pay at the monthly rate of \$350 per month (\$11.6667) per day). The amount is prorated for periods of less than a month. Dental pay is paid using a TIN D02 for either inside or outside IAS.

17.3.6.1. The amount field cannot exceed \$350 per month using component of pay code 'B5'.

17.3.6.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.3.6.3. The TIN D02 automatically generates a TIN D04. (See [Table 17.2](#) for TIN D04 MMPA line data).

17.3.7. Veterinarians or Optometrists are not entitled to their respective special pay entitlements when called to active duty for training, annual training, etc.

**17.4. Active Duty (Other than for Training).** Officers on active duty (other than active duty for training, including annual training) for more than 30 consecutive days but less than one year or more or whose orders are amended to require continuous active duty for 1 year are entitled to "full" medical/dental pay entitlements addressed in the DOD 7000.14-R, Volume 7A. "Full" medical and dental pay entitlements are paid on a TIN D02 transaction, for active duty either inside or outside Immediate Access Storage. The types of "full" pay entitlements are as follows:

17.4.1. Variable Special Pay (VSP). VSP is payable to physicians and dentists based on training status (non-intern) and years of creditable medical service. Processing specifics are as follows:

17.4.1.1. The TIN D02 transaction component of pay codes are “BT and DK”.

17.4.1.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.2. Board Certified Pay. Board Certified Pay is payable to physicians and dentists who are board certified. Officers need to be established as physicians or dentists before Board Certified Pay is payable. When a physician/dentist reaches the applicable years of medical/dental service or certification expiration date, the rate is either increased or discontinued. Processing specifics are as follows:

17.4.2.1. The TIN D02 transaction component of pay codes are “BJ and BK”.

17.4.2.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.3. Additional Special Pay. Additional Special Pay is payable to physicians and dentists who are not in internship or initial residency training and sign a written agreement to remain on active duty for a period of one year from the contract effective date. Payment is made annually, in advance, as a lump sum. Processing specifics are as follows:

17.4.3.1. The TIN D02 component of pay codes are “BZ, DI, BW, BX and BY”. The rates payable can be found in the DOD 7000.14-R, Volume 7A.

17.4.3.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.4. Incentive Special Pay. Incentive Special Pay is payable to physicians. Congress revised the Incentive Special Pay program effective 1 January 1971 so that eligible physicians may sign multi-year contracts (1, 2, 3, or 4 years). The initial payment is made upon execution of the contract. Subsequent installments are paid on the anniversary date of the contract. Processing specifics are as follows:

17.4.4.1. The TIN D02 component of pay code is ‘C1’. The amount payable is in the DOD 7000.14-R, Volume 7A.

17.4.4.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.4.3. Termination, recoupment, and refund of unearned incentive special pay are contained in the DOD 7000.14-R, Volume 7A. When collection of Incentive Special Pay is required, a TIN D02 is processed using the same component of pay (see [Table 17.1](#)) that was used to pay the entitlement.

17.4.5. Incentive Special Pay for Certified Registered Nurse Anesthetists. A nurse corps officer on active duty under a call or order to active duty for a period of not less than one year, who is qualified and performing as a CRNA may be paid incentive special pay. Process the following transaction:

17.4.5.1. The TIN D02 transaction component of pay code is 'CX'. Entitlement information and rates payable are in the DOD 7000.14-R, Volume 7A, Chapter 21.

17.4.5.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.5.3. Recoupment and refunds of unearned portions of Incentive Special Pay for CRNAs are contained in the DOD 7000.14-R, Volume 7A. When collection of Incentive Special Pay is required, a TIN D02 is processed using the same component of pay that was used to pay the entitlement. Unearned Incentive Special Pay is recouped on a pro rata basis using the date of ineligibility and the contract date.

**Figure 17.1. Unearned Incentive Special Pay is recouped on a pro rata basis using the date of ineligibility and the contract date.**

Date Member Became Ineligible	16-09-15
Member's Incentive Special Pay Contract Date	15-11-01
Earned (months-days)	10-14
or 315 days ((10 X 30) + 14 + 1 (inclusive days))	
Amount of Bonus	\$15,000
Divided by 360 Days	360
Daily Rate	\$41.6667
Earned Portion of the Bonus \$41.6667 X 315 Days =	\$13,125.01
Minus the Bonus Contract Amount (paid)	15,000.00
Unearned Incentive Special Pay Amount to be Recouped	\$1,874.99

17.4.6. Non-Physician Board Certification Pay. Officers in the biomedical science of the Air Force or designated as a nurse who is a health care provider (other than Psychologists) are entitled to special pay. Processing specifics are as follows:

17.4.6.1. The TIN D02 transaction component of pay code is 'CY'. The rates payable are in the DOD 7000.14-R, Volume 7A.

17.4.6.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

17.4.7. Diplomat Pay for Psychologists. A Psychologist who has been awarded a diploma as a Diplomat in Psychology by the American Board of Professional Psychology and is an officer in the biomedical science of the Air Force is entitled to diplomat pay. Processing specifics are as follows:

17.4.7.1. The TIN D02 transaction component of pay code is 'CZ'.

17.4.7.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

**17.5. Veterinarian and Optometry Special Pay.** Veterinarians and Optometrists called to active duty for more than 30 days but less than one year, other than for training, or for one year or more are entitled to special pay at \$100 per month. Payment is made using the TIN D02 in addition to the following data elements.

17.5.1. The component of pay codes are B6 and B4. The rate payable cannot exceed \$100 per month.

17.5.2. The dates cannot cross calendar months and amounts are prorated for less than one month.

**17.6. Collection of Active Duty Tours.** Medical special pay is collected with a TIN C03 if option '01', 'Collect All', and the period is inside Immediate Access Storage. When only medical special pay is collected, or the period of collection is outside Immediate Access Storage, input a TIN D02 'C' transaction.

**Table 17.1. Medical Special Pay Component of Pay Table.**

COMPONENT OF PAY TYPE	COMPONENT OF PAY CODE
Physician Special Pay, Board Certified	BJ
Medical Special Pay	B3
Medical Special Pay Recoupment	BV
Medical Variable Special Pay	BT
Dentist Special Pay, Board Certified Variable Pay	DK
Dentist Special Pay Prorated, less Than 3 Years	DI
Dentist Special Pay, Board Certified	BK
Physician Special Pay, Additional	BZ
Dentist Additional (4k) Special Pay; 3 Years – less than 14 Years Dental Officer	BW
Dentist Additional (6k) Special Pay; 14 Years – less than 18 Years Dental Officer	BX
Dentist Additional (15k) Special Pay; Over 18 Years Dental Officer	BY
Physician Incentive Special Pay	C1
Dentist Continuation Special Pay	C2
RN Anesthetist Special Pay	CX
Board Certified Pay Non-physicians	CY
Diplomat Pay for Psychologists	CZ

**Table 17.2. D04 Medical, Dental, Veterinary and Optometry Special Pay Positive/Negative Adjustments.**

Action Indicator
A - Payment of Entire Entitlement
B - Supplemental Payment
C - Collect Entire Amount of Entitlement
D - Collection Due to Overpayment
G - Check Cancellation



## Chapter 18

### AVIATION INCENTIVE PAYMENTS

**18.1. Introduction.** Entitlement conditions for payment of aviation incentive pays can be found in the DOD 7000.14-R, Volume 7A, Chapters 22, 57 and 58.

18.1.1. Aviation Incentive Pay (AvIP). Paid to rated officers for frequent and regular performance of operational or proficiency flying duty. Component of pay is II. A Reserve Component officer is entitled to AvIP, continuous or conditional, while performing active duty, as defined in DOD7000.14, Volume 7A, subparagraph 570201.A, when the requirements of AFMAN 65-116 Volume 3, Chapter 22 and the requirements for an Aviation Service Career (Not on Extended Active Duty not AGR Duty) have been met. Members of the Reserve Components who perform inactive duty training in a pay status are entitled to AvIP for flying under the conditions of Chapter 22.

18.1.2. HDIP. Authorized for personnel required to perform flight duties on a frequent or regular basis.

18.1.3. Critical Skill Incentive Pay (CSIP). Paid to career enlisted aviators serving in an aviation specialty. The component of pay is IQ.

18.1.4. Remotely Piloted Aircraft (RPA) AvIP. A monetary allowance to compensate officers in the 18X RPA pilot career field. Members cannot receive RPA AvIP and ACIP at the same time. Component of pay is AB.

18.1.5. RPA CEFIP. A monetary allowance to compensate enlisted 1UOX1 RPA sensor operators. Members cannot receive RPA CEVIP and CSIP at the same time. Component of pay is AB.

18.1.6. Dual Payment of HDIP. A list of the types of duties that qualify a member for dual payment of HDIP can be found in DOD 7000.14-R Volume 7A, Chapter 24, paragraph 240205.

### 18.2. Substantiating Documentation.

18.2.1. AF Form 1887, *Aeronautical Orders Aviation Service*. The HARM Office initiates the AF Form 1887 to start, stop and report entitlement. The HARM Office establishes a CMS case, attaches the Aviation Service and supporting documentation and refers the CMS case to the local servicing pay office. (See [Table 18.1](#) and [18.2](#))

18.2.2. DD Form 114. The HARM Office prepares a DD Form 114 monthly for members entitled to Conditional ACIP. The DD Form 114 lists the dates of the entitlement. The HARM Office establishes a CMS case, attaches the DD Form 114 and supporting documentation and refers the CMS case to the local servicing pay office. **NOTE:** The HARM Office is the approval authority for initiation and termination of Aviation Incentive Pays. However, by exception, Air Force Reserve Squadron Aviation Resource Management (SARM) personnel are authorized to compute incentive pay entitlements for reserve personnel.

### 18.3. Types of Entitlement.

18.3.1. Conditional. The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive AvIP, CSIP, or HDIP when they meet minimum monthly flying time standards. Conditional entitlements are noted on Aeronautical Order as "AP (CONDITIONAL) IS AUTHORIZED" or Termination for Conditional are noted on Aeronautical Order as "AP (CONDITIONAL) IS NOT AUTHORIZED" with effective dates noted by the HARM Office.

18.3.2. Continuous. The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive AvIP or CSIP without regard to flight activity. Continuous entitlements are noted on Aeronautical Order as "AP IS AUTHORIZED" or Termination for Continuous are noted "AP TERMINATED" or "IS NOT AUTHORIZED" with effective dates noted by HARM Office.

### 18.4. TINs.

18.4.1. TIN A19, Establish, stop or change Incentive Pay for Continuous Entitlement. (See [Table 18.2](#))

18.4.2. TIN B12, Collect Incentive Pay.

18.4.3. TIN B13, Pay Inactive Duty Incentive Pay for Conditional.

18.4.4. TIN C03, Collect Incentive Pay Active Duty.

18.4.5. TIN C04, Pay Active Duty Conditional Incentive Pay.

18.4.6. TIN D02-1, Used to pay, collect, or adjust inactive duty pay and entitlements outside Immediate Access Storage

18.4.7. TIN D02-2, Active duty pay and entitlements outside Immediate Access Storage (for example BAH adjustments)

18.4.8. TIN D02-3, Contains specific Components of Pay for entitlements that are paid/collected when the dates are inside Immediate Access Storage.

### 18.5. Reserve Pay Office Actions.

18.5.1. Process the applicable transaction to start, stop, change or collect the entitlement on the member's MMPA.

18.5.1.1. Ensure the Aviation Service is complete and signed by the member's commander or other designated person with knowledge of the facts. Compare the Aviation Service to the member's MMPA to ensure duplicate or unauthorized payment processing does not occur. (See [Table 18.3](#), [18.4](#) and [18.5](#))

18.5.1.2. Process a TIN A19 to start, stop or change entitlement.

18.5.1.3. Complete the MPO portion of the Aviation Service, attach the Aviation Service to the CMS case and refer the CMS case to the HARM Office. **NOTE:** The HARM Office then closes the CMS case.

18.5.1.4. Maintain the Comptroller Flight Aviation Service files in accordance with AFRIMS Table 65-30 Rule 66.00.

- 18.5.2. Process the applicable transactions to pay Conditional Entitlement for Inactive Duty.
- 18.5.2.1. Review the HARM Office's CMS case and the attached DD Form 114 to verify that the member received basic pay for the period of conditional entitlement. **Note:** Ensure that the HARM Office certifying official has a completed DD Form 577 and it is on file.
  - 18.5.2.2. Process a TIN B13 to pay the Incentive Pay for the inactive duty period.
  - 18.5.2.3. Submit a separate TIN B13 for each month of inactive duty.
  - 18.5.2.4. Submit a TIN C04 to retroactively pay the Active Duty Incentive Pay. The TIN C04 is a retroactive transaction (i.e., the TIN C04 processes only after the tour has been paid by DJMS-RC and posted to the calendar). Ensure that the dates on the processed transaction lines and the TIN C04 dates match.
  - 18.5.2.5. Add the date the transaction processed to the CMS case and refer the case to the HARM office. **NOTE:** The HARM Office then closes the CMS case.
- 18.5.3. Collect Incentive Pay for Inactive and Active Duty.
- 18.5.3.1. Review the DD Form 114 provided by the HARM Office to collect Incentive Pay and verify that the member received the pay for the dates listed on the DD Form 114. **Note:** Ensure that the HARM Office's certifying official has a completed DD Form 577 on file.
  - 18.5.3.2. Inactive Duty Incentive Pay. Process B12 transaction to collect Incentive Pay and a TIN D18 to explain the reason for collecting the Incentive Pay.
    - 18.5.3.2.1. Collection Code is "2" when collecting Incentive Pay only.
    - 18.5.3.2.2. Suspension Code is "Z" when the debt is not to be automatically suspended.
  - 18.5.3.3. Active Duty Incentive Pay. Process a TIN C03 to collect Incentive Pay and a TIN D18 to explain the reason for collecting the Incentive Pay.
- 18.5.4. Pay Conditional Active Duty Incentive Pay after duty is performed.
- 18.5.4.1. Review the DD Form 114 provided by the HARM Office and verify that the member was not paid Incentive Pay for the dates listed on the DD Form 114.
  - 18.5.4.2. Ensure that the HARM Office's certifying official has a completed DD Form 577 on file.
- 18.5.5. Reserve Pay Office AROWS processing.
- 18.5.5.1. AROWS has an option to code Incentive Pay on Active Duty Orders and Inactive Duty Training. The applicable transactions are TIN A24, C01, (see [Table 18.5](#)) and B11.
  - 18.5.5.2. The Reserve Pay Office selects the type of Incentive Pay during the "MilPay Specialist" entitlement processing.
  - 18.5.5.3. The Incentive Pay transfers with the TIN A24, C01, and B11 payment transactions.

#### 18.5.6. Payment or Collection of Incentive Pay outside of Immediate Access Storage.

18.5.6.1. Payment Outside of Immediate Access Storage. Review the DD Form 114, member's MMPA or ReportWeb FR 400 to ensure Incentive Pay was not paid on dates listed on DD Form 114. Ensure the DD Form 114 includes member's name, SSN and a complete description of entitlement. Verify the payment amount for that year. Process a TIN D02 (see Figures 18.10 and 18.11) transaction to pay Incentive Pay and a TIN D18 to explain the reason for paying Incentive Pay.

18.5.6.2. Collection Outside of Immediate Access Storage. Review the DD Form 114, member's MMPA or ReportWeb FR 400 to ensure Incentive Pay was paid on dates listed on DD Form 114. Ensure DD Form 114 includes member's name, SSN and a complete description of collection action. Process a TIN D02-2 transaction to collect Incentive Pay and a TIN D18 to explain the reason for collecting Incentive Pay.

### 18.6. Verification of DJMS and Aviation Resource Management Systems.

18.6.1. A comparison of the DJMS records and the Aviation Resource Management Systems records will be performed quarterly (January, April, July, and October) to identify differences in entitlements and pay (**T-0**). The Reserve Pay Office requests an entitlement verification report through WebDMO to identify all members currently being paid ACIP, HDIP, CEFIP, AVIP or CEVIP and sends the report to the HARM Office. The HARM Office reviews the report and verifies each member's entitlement to Incentive Pay. This report is also used to identify personnel not being paid flight pay when an entitlement exists.

18.6.2. To request the report via WebDMO Query Options. Select the following options:

18.6.2.1. SERVICE: Air Force

18.6.2.2. COMPONENT: Reserve

18.6.2.3. SERVICE STATION: Make a selection from the drop down list. This field is pre-filled based on User Administration permissions and lists the MPF code.

18.6.2.4. Select "Incentive Pay". The query provides a complete listing of all Active Duty and Reserve service member's receiving incentive pay.

18.6.2.5. Click on 'Show Query'

18.6.2.6. Select the disk to save to excel

18.6.3. Upon receipt of the report, the Reserve Pay Office adds a column to the spreadsheet titled "Differences" The HARM Office creates a CMS case, attach the report and refer the case to the HARM Office. The HARM researches to see if any discrepancies exist. The research includes, but is not limited to, unprocessed AOs, flight records, missed payments, etc. Upon completion of the research, the HARM Office prepares the applicable documents to support changes to Incentive Pay, create CMS cases as necessary, and refer the case to the Reserve Pay Office to start, stop, report or collect Incentive Pay. The HARM annotates all actions on the report, before returning it to the Reserve Pay Office. Both the HARM and the Reserve Pay Office sign and date the report. A copy of the report is submitted with the quarterly source documents used for entitlement adjustments. Maintain the reports in accordance with AFRIMS Table 65-30 Rule 57.00.

**Table 18.1. - Incentive Pay-Supporting Documents.**

R U L E	Class of Member	Continu ous Entitle ment	Condi tional Entitle ment, Requi remen ts Not Met	Conditio nal Entitle ment, Require ments Met	PCS Orders to Flying Duties	PCS Orders to Non- Flying Duties	Suspe nsion	Termina tion of Flying Require ments	Death
1	Enlisted air crew member	AF Form 1887 showing SSN, name, HDIP, crew status, action required, and effective date.	AF Form 1887 or DD Form 114 showing SSN, name, HDIP, crew status, and last day HDIP payable. See note.	AF Form 1887 or DD Form 114 showing SSN, name, HDIP, crew status, date start. See note.	AF Form 1887 to stop on departure date (contains SSN, name, HDIP, and crew status)	AF Form 1887 to stop pay effective on date of departure or 120 days after notification, as applicable (contains SSN, name, HDIP, and crew status).	AF Form 1887 or DD Form 114 to stop pay (contains SSN, name, HDIP, and crew status). One day before effective date of suspension.	AF Form 1887 to stop pay, (contains SSN, name, HDIP, and crew status).	Report death to DFAS per Chapter 54. No further action necessary.
2	Rated officer (continuous entitlement)	AF Form 1887 showing SSN, name, ACIP, Aviation Service Date /Officer Service Date,					DD Form 114 to stop pay 1 day before effective date of suspension (contai		AF Form 1887 to stop pay, (contains SSN, name, and crew status).

		and effective date.					ns SSN, name).		
3	Rated officers (conditional entitlement for pilots and navigators)		See rule 1, delete HDIP, and substitute ACIP.	See rule 1, delete HDIP, and substitute ACIP.	See rule 1, delete HDIP, and substitute ACIP.	AF Form 1887 to stop pay effective on date of departure (contains SSN, name).	See rule 2.		See rule 1.
4	Flight surgeons		See rule 3.	See rule 3.	See rule 3.				See rule 2.
5	Non-crew members (enlisted or officer)		See rule 1.	See rule 1.		See rule 1.	See rule 1.	See rule 1.	See rule 1.
<p><b>NOTE:</b> HDIP or ACIP started any day other than the first day of the month or terminated any day other than the last day of the month, is prorated. If stop date is the same as the day of retirement or separation, no documentation or processing is required.</p>									

**Table 18.2. A19 – Incentive Pay Change or Report.**

Data Element Name	Explanation
INCENTIVE PAY TYPE	Enter the applicable incentive pay type. A = ACIP AND CREW MEMBER HDIP B = NON-CREW members, NON-RATED OFF and OPERATIONAL SUPPORT ENLISTED C = PARACHUTE HDIP (NOT High Altitude Low Opening Parachute HDIP ) D = DEMOLITION HDIP N = NO ENTITLEMENT
INCENTIVE PAY START DATE	Enter start date as stated in the Hazardous Duty Orders as YYMMDD. Enter ALL = 'N'. Enter all zeros if Incentive Pay type is ='A' and the member is a rated officer entitled to ACIP.
INCENTIVE PAY STOP DATE	Enter the stop date as started in YYMMDD format. If effective stop date is unknown and IP-type ='A' and member is an Enlisted Crew Member, enter 501231. If IP- Type is B, C, or D enter 501230. Enter all zeros if the incentive pay type = 'A' and the member is a rated officer entitled to ACIP. For all members removed from Hazardous Duty, enter an incentive pay type = 'N' and a start and stop date.
OFFICER SERVICE DATE	1. Enter the members Officer Service Date in YYMMDD format if the incentive pay type in INCENTIVE PAY TYPE is an "A" and the member is a rated officer. 2. Otherwise, zero fill. 3. Enter all zeros if the AVIATION SERVICE DATE is all zeros.
AVIATION SERVICE DATE	1. Enter the members aviation service date in YYMMDD format if the INCENTIVE PAY TYPE is an "A" and the member is a rated officer. 2. Otherwise, zero fill. 3. Enter all zeros if the OFFICER SERVICE DATE is equal to all zeros.
INCENTIVE PAY TYPE A CATEGORY	Enter the applicable incentive pay type.

**Table 18.3. B12 - Collection of UTA/Additional Flying Training Period's/PT's and IAD Incentive Pay.**

Data Element Name	Explanation
COLLECTION CODE	1 - Collect all pays - base, incentive, and special; 2 - Collect incentive pay only 3 - Collect calendar day only (points only non-pay inactive duty). "3" if TYPE DUTY is "P"; 4 - Collect Diving Duty Pay; or 5 - Collect Foreign Language Proficiency Pay only. <b>Note:</b> If collecting an Additional Flying Training Period (duty type 3) need to collect base pay and incentive pay.
YEAR	Two digits of calendar year of performance to be collected.
MONTH	Two digits of calendar month of performance to be collected. (See note below.)
PERIOD	Code for attendance period to be collected: (see note below.) 1 - First period or session of the day. 2 - Second period or session of the day.
DAY	Two digits for first performance day to be collected.
PERIOD/DAY	Attendance period, day for second and later performance in sequence in the same format as in PERIOD and DAY fields. May be spaces. Day has to be equal to or greater than preceding day. If day is equal to preceding day, period cannot be equal to preceding period.
INDEBTEDNESS BYPASS INDICATOR	For DFAS-IN use only: Enter a "C" when a check is returned for non-performance and drill is being reversed out of the MMPA. See note below.
TYPE DUTY	Input code 2, 3, A, B, C, D, E, F, G, H, K, or P.
<b>NOTE:</b> The TIN B12 with a debt bypass code in the INDEBTEDNESS BYPASS INDICATOR FIELD is used by DFAS-IN/FJF for IAD check cancellations.	



**Table 18.4. TIN B13 - Pay Incentive Pay for Unit Training Assemblies, Additional Flying Training Periods, and Proficiency Training Periods.**

Data Element Name	Explanation
YR- UTA	Enter Year of Performance
Month Attended UTA	Two digits of calendar year of performance
Attendance Period UTA -1	The Period of the Drill: 1 = Morning 2 = Afternoon
Day Attended UTA	The day of the first drill
Attendance Period UTA -2	The Period of the Drill: 1 = Morning 2 = Afternoon
Day Attended UTA -2	The day of the second drill
Attendance Period UTA -3	The Period of the Drill: 1 = Morning 2 = Afternoon
Day Attended UTA -3	The day of the third drill
Attendance Period UTA -4	The Period of the Drill: 1 = Morning 2 = Afternoon
Day Attended UTA -4	The day of the fourth drill
Filler	Blank
Diving Duty Type	Enter two (2) digit diving type or leave blank
Foreign Language Proficiency Pay-Level	Enter two digit Foreign Language Proficiency Pay level or leave blank
Filler	Blank
Incentive Pay-Type	ENTER INCENTIVE PAY TYPE: A = Flight Pay crew member B = Flight Pay non-crew member C = Parachute Duty D = Demolition Duty N = No Entitlement
Tour Start Date	Enter Tour start date as YYMMDD
Tour Stop Date	Enter Tour stop date as YYMMDD
BAS-Type	N=No Entitlement or Officer BAS R=Rations-In-Kind not available S=Standard BAS T=BAS II
BAS Quarter Day Start	Enter 0
BAS Start	Zeros. If BAS-Type = N, Enter date of BAS start as YYMMDD
BAS Quarter Day Stop	Enter 0
BAS Stop	Zeros. If BAS-Type = N, Enter date of BAS stop as YYMMDD

Order Cancel	Blank
Travel Days	Enter Travel days if any, otherwise enter 0
Accounting Processing Code	APC from orders
IP-Type	ENTER INCENTIVE PAY TYPE: A = Flight Pay crew member B = Flight Pay non-crew member C = Parachute Duty D = Demolition Duty N = No Entitlement
Check Disposition	Enter the check disposition: 1-Direct deposit or check to address after tour completion. 3-Direct deposit or check to address on last day of duty.

**Table 18.5. TIN C01 - Short Tour Incentive Pay.**

Data Element Name	Explanation
Tour Type	Enter one of the following Codes: 0 = AIR FORCE USE ONLY 1 = ARMY/AIR FORCE ANNUAL TRAINING 2 = AIR FORCE USE ONLY 3 = AIR FORCE USE ONLY 4 = AIR FORCE USE ONLY 5 = AIR FORCE USE ONLY 6 = AIR FORCE USE ONLY 7 = ARMY/AIR FORCE ALL OTHER TOURS
Number Transactions	Enter 1 if only a C01 is submitted Enter 2 if C01 and TIN C02 are submitted
Order Number	Enter the Original order number. If order was amended, submit TIN D18 using the amended order number
Mileage	Enter the mileage or leave blank

## Chapter 19

### PARACHUTE DUTY, FLIGHT DECK DUTY, DEMOLITION DUTY, EXPERIMENTAL STRESS DUTY AND OTHER INCENTIVE PAYS

**19.1. Introduction.** The DOD 7000.14-R, Volume 7A, Chapter 24, defines entitlement and provides payment rates to HDIP other than aerial flights.

#### **19.2. Types of Hazardous Pay (Other than Aerial Flights).**

19.2.1. Parachute Pay. The DOD 7000.14-R, Volume 7A, Chapter 24 describes entitlement to incentive pay for parachute duty. Two types are payable: Type 1 for Joint Uniform Military Pay System from an aircraft in aerial flight, and Type 2 for Joint Uniform Military Pay System at a high altitude with a low opening from an aircraft in aerial flight.

19.2.1.1. Source of Input. The Reserve Pay Office initiates start and stop transactions based on the Aeronautical Order received from the HARM Office. Other adjustments to Parachute Pay may be supported with a DD Form 114. To ensure that member's qualification for parachute pay hasn't changed, the Reserve Pay Office, quarterly, sends a list of members receiving parachute pay to the HARM Office. The HARM Office verifies member's entitlement to Parachute Pay. The HARM Office prepares and submit documentation to the Reserve Pay Office for adjustments to Parachute Pay. (Active Duty only). See [Table 19.1](#) for a Matrix of Hazardous and Incentive Pay.

19.2.1.2. Process a TIN A19 to pay Parachute Pay. (See Figure 19.5 for Defense Joint Military Pay System, Page 3 and [Table 19.2](#) for the TIN A19 format). This pays service members automatically when basic pay is submitted to DJMS-RC MMPA.

19.2.1.3. When the TIN A19 has not processed:

19.2.1.3.1. Active duty High Altitude Low Opening Parachute HDIP is paid using a TIN D02.

19.2.1.3.2. The TIN D02 generates a TIN D06 on the member's MMPA Processed Transactions.

19.2.1.4. Inactive duty High Altitude Low Opening Parachute HDIP is paid using the D01 transaction (see [Table 19.1](#)).

19.2.2. Flight Deck HDIP. The DOD 7000.14-R, Volume 7A, Chapter 24, describes entitlement to incentive pay for flight deck duty. Flight Deck Duty Pay is prorated for the days of the calendar month during which orders are in effect provided the full months participation requirements have been met. Flight Deck HDIP is an entitlement while on a Navy Vessel or performing Navy Flight Duties.

19.2.2.1. Source of Input. The Reserve Pay Office initiates start transactions based on AROWs orders assigning a member to flight deck duty. Other adjustments to Flight Deck HDIP may be supported with a DD Form 114.

19.2.2.2. The member's unit commander will review and certify member's entitlement to Flight Deck HDIP annually and the Reserve Pay Office will process changes to Flight Deck HDIP, based on the signed certification letter (**T-1**).

19.2.3. Demolition Duty Pay. The DOD 7000.14-R, Volume 7A, Chapter 24 describes entitlement to demolition duty incentive pay for members performing duty involving live explosives.

19.2.3.1. Source of Input. The unit commander will provide a certified letter with a list of members entitled to Demolition Duty Pay at the beginning of the fiscal year to the Reserve Pay Office the Reserve Pay Office will use the certified letter as the source document to process TIN A19 with current fiscal year dates (T-1). (See Table 19.219.4) During the year, if the unit commander adds or deletes members from the certified list authorizing Demolition Duty Pay, the commander will submit a new certified letter (T-1). See Table 19.1 for additional information on supporting documentation for demolition duty.

19.2.3.2. Process a TIN D02-2 when the member is paid conditionally based on the DD Form 114. The TIN D02-2 generates TIN D09 in DJMS-RC processed transactions.

#### 19.2.4. Experimental Stress Duty Pay

19.2.4.1. The DOD 7000.14-R, Volume 7A, Chapter 24, describes entitlement to Experimental Stress Duty Pay due to the following conditions: human acceleration or deceleration experimental subjects, human thermal experimental subjects, or human test subjects for high or low pressure chamber duty.

19.2.4.2. Source of Input. Each month the unit commander will provide a DD Form 114 with a list of members entitled to Experimental Stress Duty Pay (T-1). The Reserve Pay Office uses the DD Form 114 to process the TIN D02-2. Component of pay is IG.

19.2.5. Toxic Fuels or Propellants Duty, Toxic Pesticides Duty, Dangerous Viruses or Bacteria Lab Duty, and Chemical Munitions Duty.

19.2.5.1. The DOD 7000.14-R, Volume 7A, Chapter 24, describes entitlement to incentive pay for duty involving the above types of duty.

19.2.5.2. Source of Input. The Reserve Pay Office starts these incentive pays based on assignment orders received from the member's unit. Other adjustments by the Reserve Pay Office to these hazardous duty pays may be supported with a DD Form 114. The Reserve Pay Office will send a list of members receiving hazardous duty pay to verify the status of each member has not changed (T-1). The unit verifies member's entitlement to hazardous duty pay and submits documentation to the Reserve Pay Office for adjustments to hazardous duty pay, if any (T-1). The Reserve Component Pay Office processes the changes based on certification of the report by the commander. See Table 19.1 for a Matrix of Hazardous/Incentive Pay.

19.2.6. Polar Region Flight Operations Duty Pay. The DOD 7000.14-R, Volume 7A, Chapter 24 describes participation in a take-off from or landing on the ground in Antarctica or the Arctic Ice-Pack, or the servicing of, or the handling of cargo in connection with such aircraft on the ground in such a polar region.

19.2.6.1. Source of Input. The appropriate commander certifies those members who are under competent Active Duty orders to perform such duty in a calendar month. All other input is supported by a DD Form 114, certified by the member's commander.

19.2.6.2. To qualify, a member has to participate in a take-off from, or landing on, the ground in Antarctica or the Arctic Ice-Pack, or the servicing of, or the handling of cargo in connection with such aircraft on the ground in such a polar region. Process TIN D02-2 to pay Polar Region Flight Operations Duty Pay. (See [Table 19.1](#) for component of pay).

### **19.3. Multiple Payments of HDIP.**

19.3.1. Description. The DOD 7000.14-R, Volume 7A, Chapter 24, paragraph 240402 describes multiple payments of HDIP. Dual HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned.

19.3.2. Source of Input. The member's DJMS-RC MMPA page 3 reflects the first entitlement authorized for Incentive Pay from the initial Aeronautical Order. The second entitlement is authorized and processed after the base pay and first entitlement post to the DJMS-RC record. Prepare a DD Form 114 to pay the member a straight amount payment. Verify the amount in DOD 7000.14-R Volume 7A, Chapter 24. Quality Assurance reviews all TIN D02 for accuracy and authorization prior to input.

19.3.3. Component of pay for Dual Incentive Pay is "IZ".

19.3.4. Example of Multiple Incentive Pay. The first entitlement is automatically paid when the A19 transactions post to the member's MMPA. The second entitlement is paid using a TIN D02-2 transaction.

### **19.4. Reserve Pay Office Actions.**

19.4.1. Process a TIN D02-2 to pay or collect HDIP when the TIN A19 has not posted to the member's MMPA or when it is a conditional entitlement. Process a separate TIN D02-2 for each month. Quality Assurance reviews all TIN D02 for accuracy and authorization prior to input.

19.4.2. Process a TIN D18 or a TIN D19 (DFAS message transaction) to explain the adjustments to the MMPA and establish an audit trail.

**Table 19.1. Matrix for Parachute, Flight Deck, Demolition, Experimental Stress, and Other Incentive Duty Pay.**

Parachute, Flight Deck, Demolition, Experimental Stress, and Other Incentive Duty Pay									
LI	IP	Regulation Reference	AO (5)(6)	Certification Letter (1)	DD Form 114 (2)	AROW's Order	Manual Input TIN	Entitlement Code	Component of Pay
1	start/stop HALO Duty	DoDFMR Vol 7A, Ch 24	A			B	A 19	C	IE
2	start/stop Demolition Duty	DoDFMR Vol 7A, Ch 24		B			A 19	D	IF
2	pay conditional HDIP duty	DoDFMR Vol 7A, Ch 24	A		A	B	D02-2		
3	Flight Deck Duty	DoDFMR Vol 7A, Ch 24		B	B		D02-2		IX
4	Experimental Stress Duty	DoDFMR Vol 7A, Ch 24			B		D02-2		IG
5	Toxic Fuels or Propellants Duty	DoDFMR Vol 7A, Ch 24		B	B	B	D02-2		IH
6	conditional Polar Region Flight Operations Duty	DoDFMR Vol 7A, Ch 24		B	B	B	D02-2		IC
7	conditional Multiple Incentive Pay	DoDFMR Vol 7A, Ch 24			B		D02-2		IZ
8	Toxic Pesticides Duty (4)	DoDFMR Vol 7A, Ch 24			B		D02-2		BI
9	Dangerous Viruses	DoDFMR Vol 7A, Ch 24			B		D02-2		II
10	Bacteria Lab Duty	DoDFMR Vol 7A, Ch 24			B		D02-2		II
11	Chemical Munitions Duty	DoDFMR Vol 7A, Ch 24			B		D02-2		IK
12	pay conditional Parachute Pay (4)	DoDFMR Vol 7A, Ch 24			A	B	D02-2		IJ
13	pay conditional Demolition Duty	DoDFMR Vol 7A, Ch 24			B		B13/D02-2	D	
14									
15									
16									
17									
<b>NOTES:</b>									
1	required annual certification to entitlement								
2	required as duty is performed to authorize and pay								
3	start entitlement								
4	Active Duty entitlement only								
5	stop entitlement								
6	start entitlement								
7									
8									
9									
10									
11									
<b>KEY:</b>									
A	certified by the HARM								
B	certified by the unit commander								
C									

**Table 19.2. TIN A19 - Incentive Pay Change or Report.**

Data Element Name	Explanation
INCENTIVE PAY TYPE	Enter the applicable incentive pay type. A = ACIP AND CREW MEMBER HDIP B = NON-CREW members, NON-RATED OFF AND OPERATIONAL SUPPORT ENLISTED C = PARACHUTE HDIP (NOT High Altitude Low Opening Parachute Hazardous Duty Incentive) D = DEMOLITION HDIP N = NO ENTITLEMENT
INCENTIVE PAY START DATE	Enter start date as stated in the Hazardous Duty Orders as YYMMDD. Enter ALL = 'N'. Enter all zeros if Incentive Pay type 'A' and the member is a rated officer entitled to ACIP.
INCENTIVE PAY STOP DATE	Enter the stop date as started in YYMMDD format. If effective stop date is unknown and IP-type ='A' and member is an Enlisted Crew Member, enter 501231. If IP- Type in = B, C, or D enter 501230. Enter all zeros if the incentive pay type = 'A' and the member is a rated officer entitled to ACIP. For all members removed from Hazardous Duty, enter an incentive pay type 'N' and a start and stop date.
OFFICER SERVICE DATE	1. Enter the members Officer Service Date in YYMMDD format if the incentive pay type in INCENTIVE PAY TYPE is an "A" and the member is a rated officer. 2. Otherwise, zero fill. 3. Enter all zeros if the AVIATION SERVICE DATE is all zeros.
AVIATION SERVICE	1. Enter the members aviation service date in YYMMDD format if the INCENTIVE PAY TYPE is an "A" and the member is a rated officer. 2. Otherwise, zero fill. 3. Enter all zeros if the OFFICER SERVICE DATE is equal to all zeros.
PAS: SITE-identifier (or MPF ) UIC	The two position Site-identifier and the Six position unit identification code
ST-PGMA	For ANG enter the state tax code. (Reference AFMAN 65-116, Volume 1, Attachment 6)

**Table 19.3. D06 - Active Duty Incentive Pay.**

Description
Common data (see <b>Table 19.1.</b> )
Adjustment Amount
Fiscal Year of the original payment
APC of the original payment
Number of days being adjusted
Component of pay of original payment being adjusted (see <b>Table 19.3</b> )
Filler
Start date
Stop date
Military Personnel Classification
Manual Adjustment Code
Clerk identifier
History File 2 Bypass Code. (DFAS-IN only)
Check Cancellation Flag. (DFAS-IN only)
Vessel Categories. (Blank for Air Force)
Filler – Leave blank
Action Indicator  A - Payment of Entire Entitlement  B - Supplemental Payment  C - Collect Entire Amount of Entitlement  D - Collection Due to Overpayment  G - Check Cancellation
PAS
ST-PGMA
Transaction Identification
Julian Date of Submission



## Chapter 20

### SPECIAL DUTY ASSIGNMENT PAY AND DIVING PAY

**20.1. Special Duty Assignment Pay (SDAP).** SDAP is authorized for enlisted members proficient in a designated military skill or assigned duties demanding an uncommon degree of responsibility. The AFSC, SDAP Program Manager is responsible for the program. SDAP is subject to FITW/SITW. Reference DOD 7000.14-R, Volume 7A, Chapter 8, for entitlement and rates and AFI 36-3017, *Assignment Incentive and Special Duty Assignment Pay*, for responsibilities, eligible AFSCs, and required supporting documentation.

#### 20.2. TINs.

20.2.1. TIN B12 – Collect Inactive Duty Training Pay and Allowance.

20.2.2. TIN B13 – Inactive Duty (see [Table 20.1](#)).

20.2.3. TIN C05 – Active Duty (see [Table 20.2](#)).

20.2.4. TIN D01 - Inactive Duty outside of Immediate Access Storage, component of pay QR.

20.2.5. TIN D02 – Active Duty outside of Immediate Access Storage, component of pay QR.

20.2.6. TINs D18 and D19 – Message transaction for pay record adjustment.

#### 20.3. Supporting Documentation.

20.3.1. AF Form 2096, *Classification/On-the-Job Training Action*.

20.3.2. Monthly SDAP roster certified by Unit Commander.

20.3.3. DD Form 114 certified by Unit Commander.

20.3.4. Certified orders or Inactive Duty pay forms for periods of SDAP entitlement.

#### 20.4. Responsibilities.

20.4.1. In accordance with AFI 36-3017, the SDAP Program Manager will send a SDAP roster to the Unit Commander monthly (**T-1**). The Unit Commander will review and make necessary adjustments and will return a certified document to the Program Manager with notations of additions, deletions, or errors (**T-1**).

20.4.2. The Program Manager completes an AF Form 2096 to make necessary changes to a member's entitlement. A copy of the AF Form 2096 is submitted to the local Reserve Pay Office to maintain in a SDAP file.

20.4.3. ANG: The Unit Commander will send a DD Form 114 to the Reserve Pay Office monthly to pay SDAP to authorized members (**T-1**).

#### 20.5. Reserve Pay Office Actions.

20.5.1. Review the DD Form 114 against the latest AF Form 2096 on file and verify that the SDAP rating matches what is on the AF Form 2096. Review member's MMPA and dates on the DD Form 114 to ensure basic pay for the period of SDAP was processed. Ensure a copy of certified orders or inactive duty pay entitlement documents are attached. The DD Form 114 needs to include the statement from the Commander "I certify the above named member(s) performed the required duties for the dates listed above".

20.5.2. When there are differences between the AF Form 2096 on file in the Reserve Pay Office and the DD Form 114, the Reserve Pay Office establishes a case file to suspend the processing of the SDAP transactions until an updated AF Form 2096 is provided by the Program Manager.

20.5.3. When an AF Form 2096 is not provided in a timely manner, prepare a DD Form 114 and use as a source document to make necessary adjustments to member's pay for entitlements.

20.5.4. TIN B13, UTA Incentive Pay Processing in WebDMO.

20.5.4.1. This transaction is used to pay incentive pay for a drill when the SDAP entitlement was not processed at the time of the TIN B12. Do not submit the TIN B13 until the basic pay for the period claimed has been paid. Only one type of incentive pay can be submitted on this transaction.

20.5.4.2. Incentive Pay Type Codes:

20.5.4.2.1. A- Rated or designated officers or crew members, requirements met

20.5.4.2.2. B- Non-rated or non-designated officers or non-crew, requirements met

20.5.4.2.3. C- Parachute, requirements met

20.5.4.2.4. D- Demolition duty, requirements met

20.5.4.2.5. E- Dual Incentive

20.5.4.2.6. U- Designated Unit Pay

20.5.5. TIN C05, Payment of SDAP in WebDMO. (See [Table 20.1](#))

20.5.5.1. General Processing Information. Two entitlements may be paid on a single TIN C05, if only one of the entitlements requires a specific location code or daily rate. **EXAMPLE:** Entitlement Types 22 and 58 can be paid on the same TIN C05. Entitlement Types 50 and 58 cannot.

20.5.5.2. The TIN C05 is a retroactive transaction; (i.e., the TIN C05 processes only after the tour has been paid by DJMS-RC and posted to the calendar.)

20.5.6. TINs D18 and D19, DFAS Message Transaction is required to be processed to follow a pay adjustment on a member's record to establish an audit trail.

**20.6. Diving Pay.** RC members performing active duty for pay, for periods of 30 or more consecutive days, are entitled to diving duty pay when they meet the entitlement conditions outlined in the DOD 7000.14-R, Volume 7A, Chapters 11 and 58.

20.6.1. Supporting Documentation.

20.6.1.1. AROWS orders authoring Diving Pay.

20.6.1.2. AF Form 2096, authorizing the special duty pay.

20.6.2. TINs: C03, C05, D02-2.

20.6.3. Diving Duty Pay Types (Pay Type Indicator). The types available are listed in DJMS, use screen JWMM, Table 13. The codes identify skill level, duty assignment, member's commission, and service component by entitlement.

20.6.3.1. 0K = Diving Duty Officer

20.6.3.2. 0P = Para-Rescue (Enlisted)

20.6.3.3. 08 = Scuba (Enlisted)

20.6.4. Reserve Pay Office Actions.

20.6.4.1. Review AROWS order for pay entitlements and ensure member's AF Form 2096 authorizes entitlement to Diving Duty Pay and Type. Maintain a copy of the order and establish a suspense file to pay Diving Duty Pay every 30 days.

20.6.4.2. Process a TIN C05 to pay Diving Duty Pay after the basic pay has posted to the member's MMPA. The TIN C05 does not process until the Code 2 or Code 3 run.

20.6.4.3. Process a TIN D02-2 transaction to pay Diving Duty Pay outside Immediate Access Storage. Prepare a DD Form 114, attach the AF Form 2096 and use as the source document for payment and collection of Diving Duty Pay. The Quality Assurance section reviews documentation prior to input to verify amount and authorization.

**Table 20.1. B13 SDAP for DJMS Processed Transaction Information Only.**

Data Element Name	Explanation
YEAR	Two digits of calendar year of performance.
MONTH	Two digits of calendar month of performance.
FIRST UTA PERIOD	Code for attendance period: 1-First period of the day. 2-Second period of the day.
FIRST UTA DAY	Two digits for first performance day.
SECOND UTA PERIOD	1 or 2
SECOND UTA DAY	Equal to or greater than FIRST UTA DAY
THIRD UTA PERIOD	1 or 2
THIRD UTA DAY	Equal to or greater than SECOND UTA DAY
FOURTH UTA PERIOD	1 or 2
FOURTH UTA DAY	Equal to or greater than THIRD UTA DAY
SPECIAL DUTY ASSIGNMENT PAY TYPE	Special Duty Assignment code listed on AF 2096
SPECIAL DUTY ASSIGNMENT PAY LEVEL CODE	Special Duty Assignment code listed on AF 2096
INCENTIVE PAY TYPE	Required codes A,B,C,D,E and U

**Table 20.2. C05 SDAP for DJMS Processed Transaction Information Only.**

Data Element Name	Explanation
FIRST ENTITLEMENT IDENTIFIER	Enter the applicable code for the first entitlement. SDAP-30
START DATE - FIRST ENTITLEMENT	Enter the start date in YYMMDD format of the entitlement reported in the FIRST ENTITLEMENT identifier
STOP DATE - FIRST ENTITLEMENT	Enter the stop date YYMMDD format of the entitlement reported in the FIRST ENTITLEMENT identifier Can equal 29 or 30 February in a non-leap year if the entitlement reported in the FIRST ENTITLEMENT identifier Cannot be greater than the current update's highest date paid.
CONTINGENCY SDAP LEVEL CODE	Special Duty Assignment code listed on AF 2096
DIVE DUTY/SDAP LEVEL CODE	Reference figure 20.1 for codes

## Chapter 21

### HARDSHIP DUTY PAY, HOSTILE FIRE PAY, IMMINENT DANGER PAY, AND FOREIGN LANGUAGE PROFICIENCY BONUS

**21.1. Hardship Duty Pay (HDP).** HDP is payable while the member is performing duty designated by the Secretary of Defense as hardship duty. Service members receive HDP for performing a designated hardship mission when assigned to a designated location or when mobilized or deployed in an operational environment for periods which exceed rotational norms. See DOD 7000.14-R, Volume 7A, Chapter 17 for specific conditions of entitlement.

#### 21.1.1. Types of HDP.

21.1.1.1. HDP for Location (HDP-L). Payable to officer and enlisted members for either PCS, temporary, deployed, or attached duty for over 30 days duration in specified locations.

21.1.1.2. HDP for Mission (HDP-M). Payable to officer and enlisted members for performing designated hardship mission. Active and Reserve Component members who qualify, at any time during a month, receive the full amount of HDP-M, regardless of the period of time on active duty or the number of days they receive basic pay during the month.

#### 21.1.2. Supporting Documentation.

21.1.2.1. Travel orders or DTS authorization assigning member to a qualified area or specific mission.

21.1.2.2. When paying HDP-L or HDP-M after official travel is completed or to make changes and/or corrections after official travel is completed, use the member's travel orders and a copy of the member's certified travel voucher to support the applicable HDP payment.

#### 21.1.3. TINs.

21.1.3.1. TIN A34 - Payment of HDP 30 days or more (see [Table 21.1](#))

21.1.3.2. TIN C03 - Collection of HDP

21.1.3.3. TIN C05 - Retroactively pay entitlement to HDP

#### 21.1.4. Reserve Pay Office Actions.

21.1.4.1. Review the travel orders, DTS authorization, or travel voucher and the DOD 7000.14-R, Volume 7A, Chapter 17 to ensure the duty location or mission qualifies as a HDP area. Process a TIN A34 when the Personnel Readiness Unit or the Area of Responsibility PERSCO Team notifies the Reserve Pay Office that the member has arrived in country and the TIN A24P has posted to member's MMPA.

21.1.4.2. Process a TIN C05 to retroactively pay any entitlement not paid when the A34 transaction processed. A management notice is generated when the TIN A34 processes and requires the Reserve Pay Office to review the MMPA for any underpayments.

21.1.5. HDP Codes can be found in the DJMS JWMM Table 117 (HDP-M) and Table 118 (HDP-L). The location code determines the amount paid to the member. See Figure 21.4 for Table 117 and Figure 21.5 for Table 118.

**21.2. Hostile Fire Pay (HFP) and Imminent Danger Pay (IDP).** A member may be paid special pay for duty subject to hostile fire or imminent danger for any month when the member, while entitled to basic pay for active duty or compensation for inactive duty, also meets the qualifying criteria. A member is not authorized to receive concurrent payments for HFP and IDP. See DOD 7000.14-R, Volume 7A, Chapter 10, for entitlement provisions. HFP/IDP Countries and Countries of the World can be found in DJMS Tables 054 and Table 155.

21.2.1. Source of Input. The Reserve Pay Office is the source of input for entitlement to either HFP or IDP.

21.2.1.1. TIN A35 – Establishes entitlement for long tours. (See [Table 21.2](#))

21.2.1.2. TIN C02 – Establishes entitlement for short tours.

21.2.1.3. TIN C03 – Collects overpayment of HFP or IDP.

21.2.1.4. TIN C05 – Retroactively pays entitlement to HFP or IDP.

21.2.2. Substantiating Documents. Unit or Air Crew Commanders must authorize the entitlement to HFP, based on knowledge of a specific incident (**T-0**). Do not include or attach classified or sensitive information to the substantiating or supporting document.

21.2.2.1. HFP should be reported on an AF Form 1881. When an AF Form 1881 is not available, the DD Form 114 may be substituted if it includes all pertinent information contained on the AF Form 1881, including: SSN, name, grade, organization, qualified inclusive period (From/To), description, location, time and date of incident, and certifying official's name, position, grade, signature and date.

21.2.2.2. Reporting IDP after the period of duty. The DD Form 1351-2, *Travel Voucher or Subvoucher*, and travel orders are required to support payment of HFP or IDP when official travel is completed. Travel orders that do not include an itinerary or designated area are to be supported by a completed travel voucher. IDP can also be reported on an AF Form 1881 (Site "IDP" in the Rule No. Under Which Qualified column and the specific IDP dates from/to (dd/mm/yyyy) in the Months Qualified column on the 1881), with required signatures.

21.2.2.3. Payment of IDP during the period of duty. The DD Form 114 and travel orders are used to start HFP or IDP effective the date the member arrives in the designated area. When paying HFP or IDP for group travel, verify with the Personnel Readiness Unit (PRU) that members have departed prior to starting establishing the entitlement. Maintain a suspense folder and ensure HFP or IDP are stopped upon members return to prevent overpayments.

21.2.2.4. Members are entitled to receive IDP during the period of duty in the designated location. When the member provides his/her orders (DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, or DTS authorization showing an assigned six digit authorization number), use them, along with a certified DD Form 114, to start the entitlement effective the date the member is due to arrive in the designated area. If only group orders are available, verify with personnel readiness that the member actually departed prior to starting the entitlement.

#### 21.2.3. Reserve Pay Office Actions.

21.2.3.1. Verify documentation for accuracy to support payment of HFP or IDP. Process a TIN A35 with the TIN A24.

21.2.3.2. Process a TIN C05 to retroactively pay the entitlement when the TIN A24 has posted to member's MMPA and the TIN A35 was not processed.

21.2.3.3. Process a TIN C02 to pay entitlement for tours less than 30 days. The TIN C02 needs to accompany the TIN C01.

21.2.4. HFP Reconciliation. The DJMS-RC HFP Report (FR0055) is provided monthly in Report Web following the Code 3. The units use this report to reconcile all payments made to members by country code. Under the column "Unit of Assignment" locate your unit MPF identifier code and verify with the Personnel Readiness Unit that under each "Country Code" the "Number of Members" paid correctly. Annotate the report with any findings or adjustments and ensure the Personnel Readiness Unit and Reserve Pay Office sign and date the report when the review is completed. Proper annotation includes course(s) of action, justification (even if none action is taken), date action was taken, and initials of individual who performed the action. Retain in accordance with AFRIMS Table 65-30 Rule 57.00.

**21.3. Foreign Language Proficiency Pay (FLPP).** FLPP is paid to a member, of an Active or Reserve Component of the uniformed services that has been certified by the Secretary of the Military Department concerned, as proficient in one or more foreign languages or dialects identified on the DoD, Strategic Language List in the Immediate and Emerging category. (See DOD 7000.14-R Volume 7A, Chapters 19, 57 and 58 for entitlement provisions).

21.3.1. Source of Input. The Base Test Control Officer administers the Oral Proficiency Interview to determine a service member's eligibility. The Test Control Officer will provide the Reserve Pay Office with the AF IMT 2096 to pay FLPP (**T-1**). Do not accept the AF IMT 2096 from the member. The member's Unit Commander will certify any pay adjustments required for payment or collection of FLPP (**T-1**).

#### 21.3.2. Supporting Documentation.

21.3.2.1. AF Form 2096

21.3.2.2. DD Form 114

21.3.2.3. AF Form 938, AROWs and/or DTS travel order

21.3.2.4. ANG Form 105S, *Individual Inactive Duty Authorization/Certification*, or ANG Form 633

21.3.3. TINs. Use component of pay “UF” for annual entitlement and “UG” for monthly entitlement.

21.3.3.1. TIN D01-1 – Establish entitlement for an Inactive Duty tour (based on the date member tested).

21.3.3.2. TIN D02-1 – Establish entitlement for an Active Duty tour (based on the date member tested).

21.3.3.3. The TIN D02-1 transaction converts to a TIN D05. (See [Table 21.3](#))

21.3.4. When member is entitled to more than one type of FLPP, use the code that corresponds to the combined entitlement amount.

21.3.5. Payment of FLPP Outside of Immediate Access Storage. Verify the amount the member is authorized, in accordance with DOD 7000.14-R, Volume 7A, Chapter 19, and process a TIN D02-2 transaction to pay FLPP. When the effective date on the AF IMT 2096 is after the duty performed, member is not entitled.

21.3.6. Collection of FLPP Outside of Immediate Access Storage. Research members “FR 400 AF MMPA” report in ReportWeb to verify the amount of overpayment. Prepare a DD Form 114 and provide an explanation for the collection of the FLPP. Processes a TIN D02-1 (Inactive Duty) or TIN D02-2 transaction (Active Duty) to collect FLPP outside of Immediate Access Storage. All TIN D02 transactions require a review of the QAM for accuracy.

21.3.7. Reference AFMAN 36-2664, *Personnel Assessment Program* for reconciliation procedures.

21.3.7.1. The Test Control Officer is required to reconcile entitlement to FLPP quarterly between the DJMS and the personnel data system (**T-1**). The Reserve Pay Office assists the Test Control Officer in performing the reconciliation. The Test Control Officer reports all findings to Headquarter AFPC upon completion of the reconciliation. The Reserve Pay Office is provided a monthly report of members receiving FLPP. During the quarterly reconciliation with the Test Control Officer, the Reserve Pay Office should review the last three months of FLPP reports.

21.3.7.2. The report is sorted by AFSC codes in the tree table. The report is reviewed to verify that FLPP was paid correctly and annotated with the course of action, justification (even if no action is taken), date action was taken, and initials of individual who performed the review. The listing needs to be certified stating the review is complete by both Test Control Officer and Reserve Pay Office. Retain in accordance with AFRIMS Table 65-30 Rule 57.00.



**Table 21.1. A34 Transaction – Hardship Duty Pay.**

Data Element Name	Explanation
FDP-START	Enter the start date for Hardship Duty Pay in YYMMDD format. Zero-fill to cancel entitlement.
FDP-STOP	Enter the stop date for Hardship Duty Pay in YYMMDD format. Zero-fill to cancel entitlement.
HDP LEVEL CODE	L (Location) or M (Mission)
HDP COUNTRY CODE	DJMS TABLE 155
HDP LOCATION CODE	DJMS TABLE 118

**Table 21.2. TIN A35 – Hostile Fire Pay (HFP).**

Data Element Name	Explanation
HFP-START	Enter start date inside start/stop date range contained in Table 54. (See country codes, Attachment 8). Zero-fill to cancel entitlement.
HFP-STOP	Enter stop date inside start/stop date range contained in Table 54. (See country codes, Attachment 8). Zero-fill to cancel entitlement.
COUNTRY CODE	Enter a country code from Table 54. Country-code XX (other) bypasses all edits. (See Attachment 8).

**Table 21.3. D05 Transaction, Positive/Negative Adjustments.**

Description
Common data (Trans identifier; SSN; and Name)
Adjustment Amount
Fiscal Year of the original payment
APC of the original payment
Number of days being adjusted
Component of pay of original payment being adjusted
Filler
Start date
Stop date
Military Personnel Classification
Manual Adjustment Code
Clerk identifier
History File 2 Bypass Code. (DFAS-IN only)
Check Cancellation Flag. (DFAS-IN only)
Vessel Categories. (Blank for Air Force)
Filler – Leave blank
Action Indicator A - Payment of Entire Entitlement B - Supplemental Payment C - Collect Entire Amount of Entitlement D - Collection Due to Overpayment  G - Check Cancellation
Personnel Accounting Symbol
ST-PGMA

## Chapter 22

### BONUSES

**22.1. General Information.** Bonuses are used to attract and retain members in critical skills to meet mission manning requirements. The Retention Office Manager is the Office of Primary Responsibility for bonuses. See the DOD 7000.14-R, Volume 7A, Chapters 2, 9, 20, 61 and *AFI 36-2638, Air Force Reserve Enlisted Incentives* for eligibility, amounts and repayment of unearned portions of Bonuses and other benefits.

**22.2. Bonus Types.** Cannot be affiliated with a full-time position where membership is required as a condition of employment (AGR or Technician). (See [Table 22.1](#))

22.2.1. Non-Prior Service Bonus. Authorized for members who enlist in the Air Force Reserves for a term of six years, have a total Reserve obligation of not less than eight years (two years inactive), successfully complete initial active duty for training, and have a three-level control in the bonus AFSC. Members receive two installments; the first installment after completion of three-level AFSC and the second installment after successfully completing three years of military service. DJMS-RC does not allow the initial enlistment bonus payment prior to the member's pay date on the MMPA plus 90 days.

22.2.2. Reenlistment Bonus. The initial payment for a reenlistment bonus is due based on the date of reenlistment and the member's pay dates as of the effective date of reenlistment. Service member has to be within six months of a previous expiration of term of service. Reenlistment has to be "within" the six month timeframe prior to the expiration term of service and not one day "after" the expiration term of service for entitlement.

22.2.3. Prior Service Payment Bonus. Authorized for members with less than 16 years of total military service from their pay dates as of their date of enlistment, have not received a prior enlistment bonus and have not previously been granted an incentive in any Reserve component.

22.2.4. Affiliation Payment Bonus. Authorized for members with 16 years of prior active duty military service who are entering a Reserve Component or the Individual Ready Reserve after separating from active duty under honorable conditions. Affiliation is for three to six years in an incentive eligible AFSC. They cannot be affiliated with a full-time position where federal law requires membership as a condition of employment (AGR or Technician).

22.2.5. Officer Accession Bonus. Members who hold appointments as dental officers in either the active or Reserve Component are not eligible for the Accession Bonus. Eligibility is based on the member's Duty AFSC, critical skill or agreement to accomplish training required to achieve the critical skill, and agreement to serve in the incentive eligible AFSC for a period of not less than three years. Member needs to be in a drill status and cannot be appointed for continuous active duty service.

22.2.6. Officer Affiliation Bonus (Non-Health Professional). Authorized for members affiliating directly from Active Duty, Individual Ready Reserve, or another Reserve Component other than the one coming into and have been discharged under honorable conditions.

22.2.7. Health Professional Cash Bonus. Authorized for fully qualified members in the Health Profession AFSCs identified as critical medical corps specialties. The Office of the Secretary of Defense for Health Affairs (HA) identifies these critical specialties.

**22.3. TINs.** (See [Tables 22.3](#) to [22.7](#))

22.3.1. TIN B03 – Establish Incentive Bonus Control, Action Type 1 Last three digits depend on the Bonus Type:

22.3.2. If Bonus Type = 01, 02, 03, 04 select one of the following codes:

22.3.2.1. Code 677 - ANG - Prior Service Re-enlist (6years) - Initial

22.3.2.2. Code 678 - ANG - Prior Service Re-enlist (6years) - Anniversary

22.3.3. If Bonus Type = 05, select one of the following codes:

22.3.3.1. Code 675 - ANG - Re-enlist (3years) - Initial

22.3.3.2. Code 676 - ANG - Re-enlist (3years) - Anniversary

22.3.3.3. Code 687 - ANG - Prior Service Re-enlist (3years) - Initial

22.3.3.4. Code 688 - ANG - Prior Service Re-enlist (3years) – Anniversary

22.3.4. If Bonus Type = 06, select one of the following codes:

22.3.4.1. Code 677 - ANG - Re-enlist (6years) - Initial

22.3.4.2. Code 678 - ANG - Re-enlist (6years) - Anniversary

22.3.4.3. Code 689 - ANG - Prior Service Re-enlist (6years) - Initial

22.3.4.4. Code 690 - ANG - Prior Service Re-enlist (6years) - Anniversary

**22.4. Supporting Documentation.**

22.4.1. Bonus Eligibility Verification. Prior to enlistment processing into a bonus AFSC, the ANG Retention Office Manager and AFR Retention Program Manager, evaluates the information and determine eligibility.

22.4.2. AFR Members. The Retention Office Manager prepares, certifies and submits the certification letter (see [Table 22.1](#)) to the Reserve Pay Office for AFR members. The Retention Pay Manager is the authorizing official for the payment of AFR Bonuses.

22.4.3. ANG Members. The Retention Pay Manager prepares, certifies and submits the NGB Form 38-4, *Incentive Payment Authorization (ANG)*, to the Reserve Pay Office. The NGB Form 38-4 does not require signature from the member's commander when processing initial payments; for all other payments, the member's commander or appointed designee verifies satisfactory participation. The member's commander or appointed designee annotates the NGB Form 38-4 when he/she denies or defers payment. The member's commander or appointed designee includes the reason for termination or deferment, effective date and any other pertinent information. The documents are forwarded to the Reserve Pay Office no later than 60 days from payment due date. The Director of Personnel is the authorizing official for the payment of ANG Bonuses.

22.4.3.1. The Retention Pay Manager processes the member's bonus record into the Air Force Recruiting Information Support System. The TIN B03, with an action code of "1" flows from AFRISS to DJMS-RC and establishes a control record on a bonus master file. The transaction shows up on the "All" tab of WebDMO. The Retention Office Manager submits the bonus pay document to the Reserve Pay Office via CMS or the AF Form 1373.

22.4.3.2. If the TIN B03-1 rejects, review the member's bonus record to ensure all information is correct with the Retention Office Manager prior to re-submission. When the member has another open bonus record, the open bonus record needs to be closed or paid by processing a TIN B03-2.

## **22.5. Reserve Pay Office Actions.**

22.5.1. The Reserve Pay Office verifies that the certification letter and the NGB 38-4 are completed and certified by a designated authorizing official. Be sure to notify Retention Office Manager not to load bonus record until member's MMPA record is fully gained. The Reserve Pay Office reviews the member's MMPA bonus record to ensure the bonus is established on the record. Process payments following the paragraphs below and return a copy of the Bonus Authorization form signed by the Pay Entitlements Technician who processed the transaction to the Retention Office Manager, providing the date of input and date of payment.

22.5.1.1. Verify the bonus control number on the payment document against the Authorization number in DJMS. See DJMS-RC page 6, option 2, "Administrative".

22.5.1.2. Verify the Variable number against the Bonus Type.

22.5.1.3. Verify the Date of Enlistment on the form matches DJMS-RC.

22.5.1.4. Verify DJMS has a termination code and the service member has completed Initial Active Duty Training.

22.5.1.5. Verify the Date of Entitlement is on or after the date the Reserve Pay Office is processing the TIN B03-6 transaction.

22.5.1.6. All deductions, including debts, are applied against Bonus amounts in accordance to established deduction amounts.

22.5.2. Notify the Retention Office Manager if a member's record has not been established or if the TIN B03-1 transaction rejects. The Retention Office Manager may need to submit a CMS case and request DFAS establish the record.

22.5.2.1. When a bonus master record has not been established in DJMS-RC and the Retention Office Manager has verified the record was input in AFRISS, process a TIN B03, Action Type 1.

22.5.2.2. Review member's MMPA to verify that the open bonus record was established. A reject may occur when there is another bonus record open on the MMPA. The open bonus record has to be closed by processing a TIN B03 before the second bonus processes.

22.5.2.3. The Reserve Pay Office is responsible for contacting their Reserve Personnel Appropriation analyst, not the Career Assistance Advisor, to obtain Work Center Code or APC for Certificate of Eligibility. The Career Assistance Advisor does not provide/include this budget information on the Certificate of Eligibility. The Reserve Pay Office should not receive Certificate of Eligibility prior to the date bonus installment is due. Reserve Pay Office makes bonus payments on or after the date of entitlement, which is the date for the particular bonus installment that is being reported for pay. The Reserve Pay Office does not establish a bonus until member is due the first installment. The Bonus Incentive Check SURF is used to build the bonus shell. The Reserve Pay Office does not need the member's bonus contract.

22.5.2.4. Reserve Pay Office checks WebDMO for rejects on all new bonus postings. Individual Mobilization Augmentees member's enlisted bonuses are paid only by Reserve Pay Office. The Certificate of Eligibility is the supporting document the Reserve Pay Office needs to have to post a bonus in the pay system. The Career Assistance Advisor provides this document to the Reserve Pay Office. The Certificate of Eligibility is for payment processing only, not to be used for making corrections or establishing a bonus record.

22.5.2.5. The Career Assistance Advisor provides the Reserve Pay Office only one Certificate of Eligibility at a time on a particular member, meaning if member is due several bonus installments, Reserve Pay Office only receives one document, processes that installment, and verifies that installment payment is showing on member's LES, before the Career Assistance Advisor forwards another Certificate of Eligibility on that same member to the Reserve Pay Office.

22.5.2.6. If the authorization number, bonus variable, or any other information is incorrect and/or missing, the Reserve Pay Office contacts the Career Assistance Advisor. The Career Assistance Advisor validates the data with ARPC. The Career Assistance Advisor provides the pay office an *AF IMT 4021, Application for Incentive Participation*, or MilPDS screen shot, and issue a corrected Certificate of Eligibility.

22.5.2.7. If member passes before receiving the full amount of a bonus due (including contracted future year anniversary payments) and the death is not caused by the member's misconduct, the remaining balance of the unpaid bonus is payable as a lump sum for inclusion in the settlement of the deceased member's final military pay account. (This is part of the CMS Case the Reserve Pay Office establishes to request DFAS pay member for any orders, accrued leave, etc. that were not processed as of date of member's death.)

### 22.5.3. Initial Payments.

22.5.3.1. Submit TIN B03, Action Type 6 for a payment. DJMS-RC page 6, option 3, Bonus Payment History always shows the payment as installment 1.

22.5.3.1.1. Enlistment Bonus. The initial payment for an enlistment bonus depends on the member's completion of inactive duty training. DJMS-RC does not allow the initial enlistment bonus payment prior to the member's pay date on MMPA Pay Entry Basic Date plus 90 days.

22.5.3.1.2. Reenlistment Bonus. The initial payment for a reenlistment bonus is due based on the date of reenlistment.

22.5.3.1.3. Affiliation Bonus. The initial payment for an affiliation bonus is based on the “Date of Gain” to the Reserve Components program.

22.5.3.1.4. Officer Accession Bonus. Variable 3 does not post the full \$15,000. Create a CMS case and refer to DFAS Reserve Component Indianapolis to process \$5,000 of the \$10,000. Create a CMS case and refer to DFAS Reserve Component Indianapolis to process variable J and pay out the \$15,000. The TIN D02 transaction generates a D13 transaction.

#### 22.5.4. Anniversary Payments.

22.5.4.1. Submit a TIN B03, Action Type 6 for a payment. The DJMS-RC page 6, option 3, Bonus Payment History always shows the payment as installment 2, 3, etc. The first anniversary payment shows installment number 2, second anniversary payment shows as installment 3, etc. Anniversary payment dates are based on the date of enlistment/reenlistment. Example: the first anniversary bonus payment for an enlistment contract is due two years from date of enlistment. The second payment of an affiliation bonus for more than 18 months shows as installment 2. Last bonus payment has a “Z” in Last Payment Indicator.

22.5.4.2. Submit a CMS case and refer to DFAS Reserve Component Indianapolis when the next installment number does not match the payment documentation. Attach the AFRC Certification Letter or NGB 38-4, Bonus Authorization and Report Web MMPA FR400 from the period of the TIN D02 transaction of member’s previous bonus payment. DFAS adjusts the Bonus Record and processes the payment.

22.5.4.3. AFR Reserve Pay Office guidance for processing a supplemental bonus payment to an installment. The Bonus Payment history in DJMS-RC allows for seven installment payments. **EXAMPLE:** If the first installment was already paid and the Reserve Pay Office is notified by Career Assistance Advisor that member is due an additional amount from the first installment, the Reserve Pay Office processes the supplemental payment as installment #2. A TIND18/19 is needed after it has been verified that the transaction has been processed. An example for the D18/D19 message is “Supplemental payment #2 is from Installment #1 for bonus AUTH NR xxxxxxxx”. When the pay office gets the document next year to pay the annual installment (which is essentially installment #2) it is processed as installment #3, the third installment year payment is processed as installment #4, etc.

#### 22.5.5. Suspension.

22.5.5.1. Verify proper substantiating documents were received. Submit TIN B03, Action Type 7. The DJMS-RC page 6, option 3, Bonus Payment History always shows when the suspension was updated on member’s Bonus Record.

22.5.5.2. When the TIN B03 with action code “6”, is processed during the suspended period, it recycles until the suspension is lifted.

#### 22.5.6. Release from Suspension.

22.5.6.1. Submit a TIN B03, Action Type 8 to release the bonus from a suspended status.

22.5.6.2. DJMS-RC adjusts the anniversary date by the number of months the member’s account was in a suspended status.

#### 22.5.7. Terminate Bonus Eligibility.

22.5.7.1. Submit a TIN B03, Action Type 2 to terminate the member's eligibility for the bonus payment. (See [Table 22.2](#) for Bonus Termination Reasons).

22.5.7.1.1. Termination without recoupment. When the bonus is to be terminated with no further action, zero-fill the number of months the member participated in the bonus program.

22.5.7.1.2. Termination with recoupment. To terminate a bonus with recoupment action, enter the number of months the service member participated in the bonus program.

22.5.7.1.2.1. Underpaid Bonus at Termination. DJMS-RC generates a TIN B03, action type 6 to pay the balance due. This payment is recorded on the MMPA as an installment number 9.

22.5.7.1.2.2. Overpayment of Bonus at Termination. DJMS-RC generates a DQ03 transaction to establish a debt on the member's account and a management notice, BONUS RECOUPMENT DUE AMOUNT, APC XXXXXXXXXXXX. The first six positions is the money amount to be recouped. The last five positions is the APC. Upon receipt of the above management notice, review the member's Accounts Receivable Master File and verify the recoupment amount, the start and stop dates of the debt, and the APC.

22.5.7.1.2.2.1. When the data is correct, process a DQ07 transaction to initiate collection action.

22.5.7.1.2.2.2. When the amount of the debt is incorrect, submit a DQ07 transaction to change the bonus debt amount and submit another DQ07 transaction to initiate collection action.

22.5.8. Review documentation provided by the RPM/Retention Office Manager for changes or corrections to bonus data record. Create a CMS case and refer to DFAS Reserve Component Indianapolis with documentation to support the change.

22.5.9. When a member qualifies for more than one bonus, review the documentation provided by the RPM/Retention Office Manager. Payments for the first contract have to be completed before payments on the second contract can process.

#### 22.5.10. DFAS Bonus Actions.

22.5.10.1. Non-Paying Update: The daily update validates the TIN B03 against the bonus master and the MMPA. Valid transactions update the bonus master control record and the MMPA, and are computed for pay.

22.5.10.2. Future payments may be verified via Customer Information Control System inquiry of the Bonus Master or the MMPA.

22.5.10.3. Paying Update: The TIN B03, action code "6", are validated against bonus master control record and the MMPA on a paying update.

22.5.10.4. Successfully processed transactions update the bonus master control record and the MMPA.



22.5.10.5. Successfully processed transactions from prior daily and the paying update are computed for actual pay.

22.5.10.6. Bonuses are paid and combined with any other payment due on that paying update.

22.5.10.7. FITW tax withheld on the bonus amount is 25 percent. Normal tax is withheld for all other pay for that paying update. Depending upon the state claimed, the rate can vary from 0 to 9 percent.

22.5.10.8. The LES reflects the gross bonus payment as Bonus Type. When enrolled in Thrift Savings Plan, a percentage of the bonus is allotted to go to Thrift Savings Plan before it is taxed.

22.5.10.9. The latest bonus payment made is reflected on the Bonus Master Record of the MMPA.

22.5.10.10. When entitled to CZTE during the month the bonus occurs and was signed during that month, the entire bonus is tax free, to include the installments. Bonuses that were not signed during the month of CZTE do not qualify and payment is taxable.

22.5.10.10.1. Work with the Retention Office Manager to ensure all current and future payments are identified for CZTE. Annual payments need to be reviewed for A90 transactions to post. All future installments should be identified to FM so CMS cases can be established if future A90 does not post. When the A90 transaction does not post for the next year, process the following to adjust the erroneous withholdings after reviewing the taxes withheld.

22.5.10.10.2. Process a D01-2 transaction to adjust FITW and a separate D01-2 transaction to adjust SITW.

22.5.10.10.3. Process a D01-3 transaction to refund FITW and a TIN D02-2 transaction to refund SITW.

22.5.10.10.4. Component of pay for FITW is Z4 and for SITW is Z7.

**22.6. Monthly Reconciliation.** The Retention Office Manager and Reserve Pay Office will perform a reconciliation monthly to ensure bonus payments are valid by reviewing transactions and supporting documentation (**T-1**). The reconciliation is conducted within seven days from availability in AFR or Sysout Archive and Retrieval System.

22.6.1. AFRC Bonus Payment Reconciliation.

22.6.1.1. ReportWeb UH022-125 contains a list of all reservist bonus master records which have activity within the last 18 months or have an anniversary date within the past three months or in the future. The report can be accessed via Sysout Archive and Retrieval System region: JFRBONUS. The Sysout Archive and Retrieval System report numbers are FR0125M.

22.6.1.2. The reports are sorted by SSN within Bonus Master Reserve Component Pay Office with a page break on Reserve Component Pay Office. There are no column headings because the headings would interfere with the ability to load the report into a spreadsheet application. In place of column headings, this instruction has been written as explanation (see Figure 22.9).

### 22.6.2. ANG Bonus Payment Reconciliation.

22.6.2.1. Incentive Bonus Monthly Payment is provided to the Reserve Pay Office following Code 3 of each month.

22.6.2.2. After Code 3 run, produce the FR 176, Bonus Payment Report. The report does not identify payments made outside of the TIN B03 inputs. Once the transaction processes, it is reported on the FR 160 report.

### 22.6.3. AFR and ANG.

22.6.3.1. Submit the monthly report to the RPM/Career Assistance Advisor (Career Assistance Advisor) via MS or AF Form 1373. The RPM/Career Assistance Advisor reviews the report against their records to verify payments made were proper, the installment numbers are correct, and identifies any errors by annotating each line with the error. When the report is completed, dated and signed by the RPM/Career Assistance Advisor, return the report to the Career Assistance Advisor via CMS or AF Form 1373.

22.6.3.2. The Reserve Pay Office makes the necessary adjustments as identified by the RPM/Career Assistance Advisor using the report as the supporting documentation. The Reserve Pay Office annotates each adjustment with the date and action taken and then signs and dates the report. When no adjustments are required, the RPM/Career Assistance Advisor and Reserve Pay Office sign and date the report and annotate the report with the statement "No adjustments are required". Maintain the reports for 6 years, 3 months. (See Figure 22.10)

22.6.3.3. Quarterly, the QAM validates that the previous three months of bonus payments were reconciled, annotated and signed by the RPM/Career Assistance Advisor and Reserve Pay Office and all actions documented were completed. Additionally, the QAM reviews a sample of the transactions and supporting documentation to verify that the transactions were processed appropriately. The QAM will sign and date the report and maintain a copy as an audit trail (T-1).

**Table 22.1. Bonus Type Codes.**

Bonus Type Codes	
The total amount to pay the member and the amount to pay on each installment is determined by personnel and varies by member.	
Codes	Description
1	Enlistment Bonus - CAT V1.
<b>Note:</b> For AFRC - \$2,000 prior to 931001	
2	Enlistment Bonus - CAT V2
3	Enlistment Bonus - CAT V3
4	Re-enlistee with less than 14 years military service re-enlisting for six more years.
5	Re-enlistee or prior service enlistee with less than 14 years of service re-enlisting for less than six years.
6	Re-enlistee or prior service enlistee with less than 14 years of service enlistee with less than 14 years of service re-enlisting for six more years.
<b>NOTE:</b> The total amount to pay the member and the amount to pay on each installment is determined by personnel and varies by member.	
7	Affiliation Bonus for member affiliating for 18 months or less (ANG) or 12 months or less (AFR).
<b>NOTE:</b> Monthly rates for affiliation bonuses are standard and computed automatically.	
8	Affiliation bonus for member affiliating for more than 18 months (ANG) or more than 12 months (AFR).
<b>NOTE:</b> Monthly rates for affiliation bonuses are standard and computed automatically.	

**Table 22.2. Bonus Termination Reasons.**

Bonus Termination Reasons		
Air Force: These codes are input by Personnel. If the bonus termination transaction rejects, use the same code as input or contact the Personnel Office to correct the input if the termination reason is incorrect.		
Code	Description	Service (Army or Air Force)
A	Enlisted with Bonus	Air Force
B	Enlisted with Educational Assistance	Air Force
C	Reenlisted/extended with bonus for 3 years	Air Force
D	Reenlisted/extended with bonus for 6 years	Air Force
E	Unsatisfactory participation	Army, Air Force
F	Transferred to another Reserve Component	Army, Air Force
G	Transferred to active enlisted force	Army, Air Force
H	Transferred to Officer Corps	Army, Air Force
I	Unauthorized change in Military Occupational Specialty	Army, Air Force
J	Transferred to non-incentive qualified unit within locale	Army
J	Transferred to non-bonus eligible unit or skill	Air Force
K	Accepted civilian position where Reserve membership is a condition of employment	Army, Air Force
L	Assigned to AT or ADT in excess of 90 days in support of the Reserve	Army, Air Force
M	Other	Army, Air Force
N	Previous incentive recipient (contract completed) present	Air Force
Q	Not receiving incentive (no previous incentive)	Air Force
R	Affiliated with bonus for 18 months or less	Air Force
S	Affiliated with bonus for more than 18 months	Air Force
V	Converted from Educational Assistance to Enlistment Bonus	Air Force
W	Converted from Enlistment Bonus to Educational Assistance	Air Force

**Table 22.3. TIN B03 – Establish Incentive Bonus Control, Action Type 1.**

Data Element Name	Explanation
COMMON IDENTIFICATION DATA	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>
BONUS TYPE	See <b>Table 22.1.</b> for codes and descriptions.
ENTER THE DATE OF ENLISTMENT OR REENLISTMENT	Enter the date of enlistment or reenlistment. See <b>Table 22.1.</b> for code definition.  1. Leave blank for bonus type 7.  2. Enter original date of enlistment into military service for bonus type 8.
NUMBER MONTHS AFFILIATION	See <b>Table 22.1.</b> for code definitions.  1. Enter the number of months of the affiliation if the bonus type is equal to 7 or 8.  2. Leave blank for bonus types 1 through 6.
DATE AFFILIATION AGREEMENT	See <b>Table 22.1.</b> for code definitions.  1. Enter the effective date of affiliation agreement in YYMMDD format if bonus type is 7 or 8. This date cannot be in the future.  2. Leave blank for bonus types 1 through 6.
AIR FORCE SPECIALTY CODE/ MILITARY OCCUPATION SPECIALTY  AIR FORCE – AFSC ARMY – MOS NAVY – NEC	Enter member's Specialty Code.
AUTHORIZATION NUMBER	Enter the bonus authorization number.
ACTION TYPE	Enter "1".

**Table 22.4. TIN B03 – Incentive Bonus Control Termination, Action Type 2.**

BONUS TYPE	See <b>Table 22.1.</b> for codes and descriptions.
TERMINATION DATE	Enter the date (YYMMDD) the member was terminated.
TERMINATION REASON	Enter the applicable bonus termination reason. See <b>Table 22.2.</b> Input “Z” for last (final) payment indicator.
NUMBER MONTHS OF PARTICIPATION – BONUS	Type 7 and 8 – Enter the number of satisfactory months the member performed or enter 00 (zeros) if recoupment is not required.  Type 1 through 6 - Enter the number of satisfactory months the member performed.
NUMBER OF MONTHS MEMBER CONTRACTED	Number of months of member’s contract. Numeric and input when contracted bonus amount is present.
CONTRACTED BONUS AMOUNT	Total bonus contract amount input needs to be numeric and less than \$5,000.
ORDER NUMBER	Order number, data element accepts any input.
ACTION TYPE	Enter “2”.
APC	APC needs to be entered when delete indicator is not D and when the number of months participation is not 00.

**Table 22.5. TIN B03 – Correct Bonus Control Record, Action Type 3.**

Data Element Name	Explanation
COMMON IDENTIFICATION DATA	See common data <b>Table 2.2.</b>
BONUS TYPE OLD	See <b>Table 22.1.</b> for codes and descriptions.
DATE OF ENTITLEMENT	YYMMDD.
NUMBER MONTHS AFFILIATION	Numeric. Leave blank if BONUS TYPE NEW is not 7 or 8. See <b>Table 22.1.</b> for bonus type codes.
DATE OF AFFILIATION AGREEMENT	YYMMDD.
INSTALLMENT NUMBER (NEW)	<p>Enter the applicable installment number. May be space, or 1 through 8.</p> <ol style="list-style-type: none"> <li>1. If space BONUS TYPE OLD must equal BONUS TYPE NEW.</li> <li>2. If BONUS TYPE NEW equals 1, 2, or 3, then enter 1 through 7</li> <li>3. If BONUS TYPE NEW equals 5 then enter 1 through 5.</li> <li>4. If BONUS TYPE NEW equals 4 or 6 then enter 1 through 8.</li> <li>5. If BONUS TYPE NEW equals 7 then enter 1 or 2.</li> <li>6. If BONUS TYPE NEW equals 8 then enter 1 through 3.</li> </ol>
AFSC/MILITARY OCCUPATIONAL SPECIALITY	Enter Air Force Specialty Code/Military Occupation Specialty (AFSC/ MILITARY OCCUPATIONAL SPECIALITY) code.
AUTHORIZATION NUMBER	Cannot be blank.
BONUS TYPE NEW	1 through 8. See <b>Table 22.1.</b> for definition of codes.
FILLER	Leave blank.
TOTAL PAID TO DATE	Unsigned numeric.
ACTION TYPE	Enter “3” to correct a bonus control record. See
INSTALLMENT AMOUNT	Personnel/Central Site input the amount paid on the installment being changed or recorded.

**Table 22.6. TIN B03 – Incentive Bonus Payment, Action Code 6.**

Data Element Name	Explanation
COMMON IDENTIFICATION DATA	See common data <b>Table 2.2.</b>
BONUS TYPE	See <b>Table 22.1.</b> for bonus type codes and definitions.
ORDER NUMBER	Order number, data element accepts any input.
LAST PAY INDICATOR	Enter Z to indicate last (final) payment of current bonus. Input in this field blocks any further attempts of payment. Leave blank except when final (last) payment is made.
DATE OF ENTITLEMENT	<ol style="list-style-type: none"> <li>1. Date (YYMMDD) that bonus contract installment is due.</li> <li>2. If anniversary payment, use the anniversary date, not the day prior.</li> </ol>
INSTALLMENT NUMBER	<ol style="list-style-type: none"> <li>1. Installment number of payment being made.</li> <li>2. Initial payment is number 1 and additional payments follow in sequence (2, 3, 4).</li> <li>3. Up to seven installments may be paid.</li> </ol>
PAYMENT AMOUNT	<p>Dollar amount of current installment due.</p> <ol style="list-style-type: none"> <li>1. Zero-fill to the left, i.e.: \$150 is 015000.</li> <li>2. Input must be present when “next payment amount”</li> <li>3. Input must be present when delete indicator is not present.</li> </ol>
AMOUNT NEXT PAY	<p>Dollar amount of next installment due.</p> <ol style="list-style-type: none"> <li>1. Zero-fill to the left, i.e.: \$150 is 015000.</li> <li>2. Amount must be present when “Next Payment Anniversary” is present.</li> </ol>
NEXT PAYMENT ANNIVERSARY	<ol style="list-style-type: none"> <li>1. Must be valid date (YYMMDD) later than last date of entitlement.</li> <li>2. May be left blank.</li> </ol>



Data Element Name	Explanation
DELETE INDICATOR	Enter “D” to delete a previous bonus payment made. Otherwise, leave blank. (Central site only)
ACTION TYPE	Must equal “6”.

**Table 22.7. TIN B03 – Bonus Payment Suspension or Release, Action Codes 7 and 8.**

Data Element Name	Explanation
COMMON IDENTIFICATION DATA	See common data <b>Table 2.2.</b>
BONUS TYPE	See <b>Table 22.1.</b> for codes and descriptions.
SUSPENSE/RELEASE DATE	Must be a valid Gregorian date (YYMMDD).
ACTION TYPE	1. Enter “7” if bonus payments are suspended; or 2. Enter “8” if the bonus payments are to be released.

## Chapter 23

### PARTIAL AND ADVANCE PAYMENTS

**23.1. Emergency Partial Payments Description.** Partial payments are authorized only under extenuating circumstances or due to an emergency. The amount may not exceed accrued pay and allowances to date less normal statutory deductions when there are not established garnishments, bankruptcy, or tax levies. The Comptroller is to report abuse of partial payments to the member's unit commander. Partial payments are direct deposited into the member's bank account via Customer Information Control System transaction identifier 'JPBB'. Partial payments are time sensitive and required within 24 hours due to an unforeseen set of circumstances. Partial payments cannot be made for Inactive Duty or Annual Training Status less than 30 days. See DOD 7000.14-R, Volume 7A, Chapter 32, Section 3203 for definition and requirements for Partial Payments.

#### 23.1.1. Substantiating Documentation.

23.1.1.1. DD Form 117, *Military Pay Voucher*, or Electronic Funds Transfer Payment Authorization Form

23.1.1.2. AFRC Members: AF IMT 3132 Authorization Control Log

23.1.1.3. Service Member's Active Duty Orders

23.1.1.4. Formal Letter of Request with Commanders endorsement

23.1.1.5. Comptroller endorsement

#### 23.1.2. General Information.

23.1.2.1. Member submits a formal request to the unit commander for an emergency partial payment. Member's request includes the order number, duty period performed, dollar amount requested and Reserve Pay Office se of partial payment. The formal request may be submitted via letter or email.

23.1.2.2. The Unit Commander reviews the request and verifies that the member has accrued the requested amount, there is a medical emergency or death in the member's immediate family, payment is needed within 24 hours or member was not paid on a regular scheduled payday. Members on tours of 30 days or less do not qualify for emergency partial payments since the payment is reflected on their MMPA and payment is posted and processed based on the DFAS Reserve Component pay schedule. The Unit Commander denies the request and returns it to the member, forwarding a copy to the Reserve Pay Office or approves the member's request, forwarding a copy to the Comptroller.

23.1.2.3. The Comptroller ensures the intent of policy guidance is followed and provides guidance to commanders on G-series orders with command responsibility for the member (Reference AFMAN 65-116, Volume 2, Defense Joint Military Pay System Unit Procedures Excluding FMF, Chapter 6). Comptroller validates that the member has a bona fide emergency and does not abuse the pay system by requesting partial payments each time he/she performs active duty. The Reserve Pay Office reviews the MMPA to verify that the member does not have a garnishment, bankruptcy, or tax levy; otherwise, do not process the partial payment. The Reserve Pay Office provides the pay allowances, minus deductions for the period of duty performed by using the orders, pay charts, and MMPA.

Do not authorize a partial payment when the member's duty transaction has been processed in DJMS-RC. An exception may be made when the transaction is rejected and cannot be corrected prior to the scheduled pay run or if the member is on a tour of over 30 days and additional entitlements are available to offset the partial payment. Reference DOD 7000.14-R Volume 7A, Chapter 32, Table 32-3 for payment type procedures. The Comptroller denies the request, provides the reason to the commander, and returns the request to the commander for action. Approved Comptroller requests are forwarded to the Reserve Pay Office for action and 100 percent collection rate against member's accrued entitlement for which the partial payment was requested against.

23.1.2.4. Financial Management Flight (FMF) Servicing Air Force Technical Training Centers. FMFs of the Air Education and Training Command (AETC) servicing technical training centers contacts the ANG/Non-Commissioned Officer liaison (NCOs assigned to the technical training centers) to coordinate for ANG and AFR members. The member's unit can process partial payments and establish 100 percent collection for these members.

23.1.2.5. ANG/Non-Commissioned Officer Liaison Actions. Verify the identity of the member and coordinate with the Reserve Pay Office for all partial payments to non-prior service members. Contact member's unit to ensure an address change and pay transactions are submitted to the DFAS to update the member's MMPA. Member's unit follows the procedures in [paragraphs 23.1.2.1 to 23.1.2.3](#)

23.1.2.6. Members who participate in direct deposit have their partial payment sent to the bank account in DJMS-RC via Customer Information Control System transaction 'JPBB'. The Customer Information Control System automatically generates a PK03 for each payment and the DW03 posts for the debt.

**23.2. Advance Payments Description.** Payment of pay (pay and allowances in certain cases) before it is earned. A member of a Reserve Component, in receipt of orders for PCS movement (140 days or more), is entitled to advance pay per DOD 7000.14-R Volume 7A, Chapter 32, Table 32-1. Reference DOD 7000.14-R Volume 7A, Chapter 57 for Advance Payment in regard to Reserve Component service members. The member's commander has oversight responsibility to ensure that the advance of pay is only used to help with the financial burden of a PCS Orders.

23.2.1. Supporting Documentation.

23.2.1.1. DD Form 2560, *Advance Pay Certification/Authorization*.

23.2.1.2. Permanent Change of Station Orders or Permanent Change of Station Orders assignment notification. Used in conjunction with the DD Form 2560 to justify member's request to commander.

23.2.1.3. DD Form 117.

23.2.1.4. Daily Electronic Funds Transfer Payment Request/Authorization Form. Used by the FMF to authorize payment of a Permanent Change of Station Orders -related advance of pay payees.

23.2.1.5. AF IMT 3132

23.2.2. Substantiating Documentation Information.

23.2.2.1. Member submits a DD Form 2560 to the unit commander along with a copy of the PCS Orders. Member accepts a liquidation schedule which provides for repayment by termination or end date of PCS Orders. Reserve Component Pay Office assists member in completing the form when requested.

23.2.2.2. It is the responsibility of the member's commander to review the DD Form 2560 in accordance with guidelines contained in AFMAN 65-116, Volume 2, Chapter 6. Commander forwards to comptroller for review.

23.2.2.3. The comptroller flight ensures the intent of policy guidance is followed, providing guidance to commanders as needed. For further information, see AFMAN 65-116, Volume 2, Chapter 6. Comptroller forwards to the Pay Entitlements Supervisor/Lead.

23.2.2.4. Pay Entitlements Supervisor/Lead is responsible to point out to the comptroller any questionable expenses or repayment period for possible adjustments. Items which should be considered questionable include certificates of deposit, vacations, stocks, bonds, etc. Ensure payments to members who are en-route are restricted to properly identified members who can prove, beyond doubt, their military pay status. For all advance payments, ensure member's remaining service allows normal repayment of the advance.

23.2.2.4.1. Review member's request, PCS Orders, and unit commander's approval are there before processing additional paperwork and payment.

23.2.2.4.2. Amounts of one (1) months basic pay less deductions or, if warranted and approved by the member's commander, an amount not more than three (3) months basic pay, less deductions, are authorized for advance pay. Computation of UTA is made in accordance with DOD 7000.14-R, Volume 7A, Table 32-1.

23.2.2.4.3. Members who participate in direct deposit have their payment sent to the bank account in DJMS through the use of Customer Information Control System 'JPBB'. Customer Information Control System automatically generates a PA03 for each payment and DV03 posts the debt.

23.2.3. Reserve Component and Reserve Pay Office Payroll Office Actions for Partial and Advance Payments.

23.2.3.1. A DD Form 117 is used to summarize authorized payments made to Air Force members and recorded on Daily Electronic Funds Transfer Payment Request/Authorization Form, (advances, partials, etc.) to document payment information not located on other forms. See AFMAN 65-604, *Appropriation Symbols and Budget Codes* for proper BPAC codes based on individual types of orders (this is updated every October).

23.2.3.2. Use DD Form 117 or Daily Electronic Funds Transfer Payment Request/Authorization Form to authorize the payment for central payees. Log into DJMS Customer Information Control System 'JPBB' to send the payment to the member's bank account. This causes the DV03 and PA03 or DW03 and PK03 to be created systematically and posted to the member's MMPA. The advance pay category for this payment is "A". **Note:** AF Form 265, *AFO Payment Authorization (JUMPS)*, is not used for ANG and AFR units. Reserve units do not have the ability to provide cash to members.

23.2.3.3. The DD Form 2560 is attached to the original Daily Electronic Funds Transfer Payment Request/Authorization Form, when a member requests a Permanent Change of Station Orders advance payment. When an extension of repayment period is requested, subsequent to the advance, the DD Form 2560 is attached to the Daily Transaction Listing (DTL) with the pay file as support for the DV07 transaction. Reference AFMAN 65-116, Volume 2, Chapter 6 for proper completion of the DD Form 2560.

23.2.3.4. The Reserve Component Pay Office may (but is not required to) offset the amount of any subsequent advance by the unpaid amount of a prior advance; multiple DV07s are allowed.

23.2.3.5. Authorization Control Log. A control log is maintained monthly (no requirement if no partial/advances are processed during the month). The JPBB input technician completes columns: Member Name, SSN, Payment Type, and Amount once input is complete. The JPBX auditor completes the remaining columns, using their JPBX user identifier as the Confirmed User identifier. The JPBX auditor runs the FR0190 report the following day and complete the Voucher Date and Voucher Number column. Reference Figure 23.8 for a properly documented Authorization Control Log. The Chief or Superintendent balances against the FR0190 monthly to ensure no transactions were processed erroneously. Reference figure 23.9 for FR0190, DJMS-RC to DJMS-AC Central Pay Report.

23.2.3.6. Retention of Daily Electronic Funds Transfer Payment Request/Authorization Form when payment has been made by DFAS using Electronic Funds Transfer. The DJMS-RC to DJMS-AC Central Pay Report is available on ReportWeb, under FR0190. Two (2) copies of this report should be printed out daily when Electronic Funds Transfer payments have been confirmed/authorized by your Reserve Component Pay Office for any one business day. Attach original Daily Electronic Funds Transfer Payment Request/Authorization Form to one copy and a copy of the Electronic Funds Transfer Form to the second copy of the report. Enter the following note on your DTL: "For daily Electronic Funds Transfer data, see attached listing," and attach report with original Electronic Funds Transfer form request to your DTL. Supporting documentation (i.e., Daily Electronic Funds Transfer Payment Request/Authorization Form, DD 2560, Formal Request) for daily Electronic Funds Transfer (JPBB) payments are scanned and sent to your Host Base for FMWF staging, on a monthly basis and include the Authorization Control Log identifying voucher numbers used.

23.2.3.7. The second DJMS-RC to DJMS-AC Central Pay Report is maintained at Reserve Component Pay Office for Quality Assurance reconciliation (Air Force Records Disposition Schedule), provided there are no outstanding discrepancies for which corrective action has been prescribed by Defense Finance and Accounting Services.

23.2.3.7.1. Quality Assurance will semi-annually review the second DJMS-RC to DJMS-AC Central Pay Report (FR190), along with supporting documentation (**T-0**). Review will determine that the Chief or Superintendent are balanced and supporting documentation is maintained and they will maintain the copy for six years and three months for future audits (**T-0**).

23.2.3.7.2. Procedures not followed in accordance with Quality Assurance Reviews submitted to ANG and AFR justify removal of JPBB and JPBX.

23.2.3.7.3. AFR uses an Excel log kept at each location or the AF IMT 3132, Authorization Control Log. When the AF IMT 3132 is used, it is maintained annually, starting at the new Fiscal Year.

### **23.3. Repayment.**

23.3.1. If the PCS order is revoked or cancelled, the member is required to repay the advance in full immediately. (See DOD 7000.14-R, Volume 7A, Chapter 32, Table 32-2.) Process a DV07 transaction to adjust repayment amount to 100 percent or submit a CMS to DFAS-RC to adjust to 100 percent with attached advance paperwork and amended orders for supporting documentation.

23.3.2. PCS orders advance payments are to be repaid at a rate of not less than one-twelfth of the amounts advanced each month for the next 12 months, unless a reduced amount is justified and approved in writing due to financial hardship. (See DOD 7000.14-R, Volume 7A, Chapter 32, Table 32-2.)

23.3.3. Non-prior service members and Air Force enlistees may be paid advance pay not to exceed five (5) days basic pay which is collected in full when member receives his or her first regular pay upon completion of Basic Military Training. Payments to basic trainees are reported to DJMS-RC using an E01 transaction. Upon processing the E01, a computer generated DW03 transaction is created and posted to the member's account and the accounts receivable file.

**Table 23.1. DW03, Collection of Partial Payments for DJMS-RC Process Transactions.**

Data Element Name	Explanation
START DATE CASUAL/PARTIAL PAYMENT STARTED	YYMMDD overpayment started. Needs to be valid Gregorian date. Cannot be greater than current run date
CASUAL/PARTIAL PAYMENT AMOUNT	Total amount of overpayment to be collected.
INDEBTEDNESS PAYMENT TYPE	5 or 7
APC	Obtain APC from the following sub tables:  National Guard: Table 3 Reserve: Table 1
DEDUCTION RATE CODE	Based deduction repay option
SPECIFIED DEDUCTION AMOUNT	Total amount of overpayment to be collected
VOUCHER NUMBER	Enter the voucher number of the Partial Payment. Do not leave blank. First position is a "P".
Disbursing Station Symbol Number /ADSN	Enter the Disbursing Station Symbol Number or ADSN making the payment. Zero-fill to the right. Cannot be blank.
PAY AUTHORIZATION CONTROL NUMBER	Enter a three-digit control number (001 - 999). Do not leave blank. All numbers are to be used in sequence. If a payment authorization is cancelled, the control number is not reused.
COMPONENT OF PAY	Use component of pay of "A6" for partial payments. Do not use "A1".
ORDER NUMBER	Alpha-Numeric. Left justified. May be blank.

## Chapter 24

### PAYMENTS BY DJMS-AC

**24.1. Introduction.** Reference AFMAN 65-116, Volume 1, for more information.

24.1.1. Authority.

24.1.1.1. Members of the AFR and ANG ordered to certain types of active duty for permanent AGR or Statutory tours are paid by DJMS-AC.

24.1.1.2. The orders are issued by the Department of the Air Force and state “ordered to voluntary active duty (long tour) according to (applicable public law or section and title of U. S. Code)”.

24.1.1.3. When members are ordered to voluntary active duty with the Regular Air Force, the strength accountability passes from the AFR Advanced Personnel Data System (ARPDS) to the Regular Air Force and are paid by DJMS-AC.

24.1.1.4. When prescribed by ANG, active duty tours and strength accountability remains with the ANG. Payments are made by DJMS-AC.

24.1.1.5. All other active duty, including temporary AGR, are paid by DJMS-RC. See Chapter 9, “Active Duty”.

**24.2. Officers and Airmen on Voluntary Active Duty Long Tours.**

24.2.1. Identification of Personnel.

24.2.1.1. These members are referred to as “statutory tour” officers and airmen, and are on active duty.

24.2.1.2. The ANG and AFR officers and airmen are ordered to voluntary Active Duty with the regular Air Force for definite periods.

24.2.1.2.1. These periods do not generally exceed four (4) years and have a specific date of separation.

24.2.1.2.2. The members occupy authorized unit manning document positions in the regular Air Force and are treated as losses to the DJMS-RC.

24.2.2. Personnel Actions.

24.2.2.1. ANG and AFR AFSC. The AFSC inputs loss transactions to the Air Reserve Forces MilPDS.

24.2.2.2. Regular Air Force AFSC. The active duty AFSC, as listed in the USAF PAS code directory for the regular Air Force unit of assignment, is responsible for the personnel actions. This AFSC gains the member and processes all later personnel actions through the MilPDS/DJMS-AC interface.

24.2.3. FMF Actions. The FMF administers the member’s pay under the same procedures, conditions and entitlements as regular Air Force members.

24.2.4. Reserve Component Payroll Office Responsibilities.



24.2.4.1. If the member is transferring from a long tour of active duty, the Reserve Component Payroll Office closes and transfers the member's leave account (see Chapter 29, "Leave Policy, Accounting, and Payment").

24.2.4.2. Computes leave accrued and unused, and posts on the AF Form 1934, *Leave Record – Air Reserve Forces*.

24.2.4.3. Contacts the member to determine if the member wants to be paid for all or a part of the unused accrued leave. Ensures that the payment, if any, does not exceed the 60-day limitation in a military career.

24.2.4.4. Submits a TIN C11 (see Table 29.11.) before closing the MMPA if the member wants to be paid for all or a portion of the accrued leave. Posts the transaction on the AF Form 1934.

24.2.4.5. Closes the AF Form 1934 showing the balance of leave to be transferred to the JUMPS MMPA.

24.2.4.6. Certifies the AF Form 1934, attaches a copy of the active duty order, and mails the documents to DFAS-IN/FJPA.

24.2.4.7. Closes the member's supporting document files.

#### 24.2.5. Clothing Allowances.

24.2.5.1. Officers claim the monetary clothing allowance as prescribed for DJMS-RC (see Chapter 15, "Clothing and Uniform Allowances").

24.2.5.2. AFR Uniform Entitlements. Enlisted members remain on issue-in-kind system; except personnel on extended active duty are entitled to the monetary clothing allowance (includes recruiters).

24.2.5.2.1. ANG Uniform Entitlements. ANG members paid under DJMS are entitled to issue-in-kind system when assigned with an ANG unit.

24.2.5.2.2. All ANG personnel, including those in AGR status, regardless of whether they are under the issue-in-kind or clothing allowance system, receive clothing or allowance based on the ANG initial uniform issue and not on the USAF initial uniform issue.

24.2.6. PCARS. The AFR AFSC office is notified of period of active duty based on the order to voluntary Active Duty, and the DD Form 214 when member returns to the ANG or AFR unit.

### 24.3. Other Active Duty (ANG Only).

24.3.1. Identification of Member. ANG officers and airmen performing active duty tours which meet the following conditions are paid by DJMS Active Component.

24.3.1.1. Active duty for the performance of duties are listed below:

24.3.1.2. ANG recruiters

24.3.1.3. ANG administrative support officers

24.3.1.4. ANG performing support alert duties

24.3.1.5. ANG air technician in AGR status

24.3.1.6. The strength accountability remains with the Air Reserve Forces and ANG Permanent Duty Station, and the member is not a loss to Permanent Duty Station.

24.3.2. Orders.

24.3.2.1. Are published by the designated order publishing agencies of the ANG. The orders read “Ordered to active duty for the Reserve Pay Office of performing (one of the duties listed in [paragraph 24.3.1](#), ‘Identification of member’).”

24.3.2.2. Cite in the accounting classifications, “Project 543” for the ANG.

24.3.3. DJMS-AC/DJMS-RC – ANG Responsibilities.

24.3.3.1. Active/Reserve Component Payroll Office processes the following transactions to access and process other personnel data changes (see tables referenced below):

24.3.3.1.1. E2 – JUMPS Accessions ([Table 24.9](#).)

24.3.3.1.2. MD – Promotions/Demotions ([Table 24.19](#).)

24.3.3.1.3. 30 – SDAP ([Table 24.23](#)., [Table 24.24](#)., and [Table 24.25](#))

24.3.3.1.4. LG – CBPO change ([Table 24.17](#).)

24.3.3.1.5. TU – DATE OF SEPARATION change ([Table 24.20](#).)

24.3.3.1.6. E5 – JUMPS Separations ([Table 24.11](#), [Table 24.12](#), [Table 24.13](#), [Table 24.14](#), [Table 24.15](#), and [Table 24.16](#))

24.3.3.1.7. DB – SGLI ([Table 24.8](#).)

24.3.3.1.8. MC – Name Change ([Table 24.18](#).)

24.3.4. One month after the member is accessed to DJMS Active Component, verify an MM03/ML03 has been processed by AFPC. This transaction deletes the AFPC “match flag.” If the match flag is not deleted, send a CMS case to AFPC Tier 2 to confirm accession and request the MM03/ML03 be processed to delete the match flag. The members pay record changes to a “T” status (suspended) if the accession is not confirmed and the match flag removed.

24.3.5. Effect of Changes from DJMS to DJMS-RC to DJMS. A delay in accession to DJMS is experienced when a member separates from the regular Air Force, joins the ANG, and soon thereafter joins one of the programs identified in [paragraph 24.3.1](#), “Identification of Member”, which requires the member be assessed in the DJMS with service component “G.”

24.3.5.1. The service component “G” converts to “N” in the DJMS record for funding Reserve Pay Office.

24.3.5.2. The original DJMS record remains in a “T” status (suspended) for 20 or more days, then converts to “V” status (separated) until month-end processing is complete.

24.3.5.3. If there are any discrepancies with the DJMS record while in “T” status, it does not convert to “V” status until the problem is resolved. The DJMS record cannot be accessed until the first update after the month-end processing that the member went to “V” status (reference AFMAN 65-116, Volume 1).

#### 24.3.6. DJMS-RC/DJMS-AC Actions.

24.3.6.1. Do not process any other transactions unless DFAS-IN releases the format to the RC payroll office.

24.3.6.2. DFAS-IN/FJP processes data normally input by Permanent Duty Station upon receipt of a message from the Reserve Component payroll office detailing the necessary change.

24.3.6.3. The FMF processes all other transactions, per AFMAN 65-116, Volume 1, for regular Air Force members.

24.3.6.4. The Reserve Component Payroll Office processes the following to suspend the ANG/DJMS-RC MMPA:

24.3.6.4.1. Inputs a TIN A24 (see Table 24.26.) to suspend the member's DJMS-RC MMPA.

24.3.6.4.2. Use pay status code "K" for officers and airmen. This puts the DATE OF SEPARATION on the DJMS-RC MMPA. See Table 9.1. for pay status code definitions.

24.3.7. Leave Record Processing. If the member is performing a long tour of active duty paid in DJMS-Reserve Component immediately before starting the DJMS-AC tour, the Reserve Component Payroll Office:

24.3.7.1. Closes and certifies the AF Form 1934.

24.3.7.2. Annotates the AF Form 1934 with the following statement, "Transferred DJMS-RC to DJMS-AC" and the effective date.

24.3.7.3. Includes the total number of leave days paid since 10 Feb 1976 and the balance of leave on the AF Form 1934.

24.3.7.4. The member's unit supervisor controls and processes the leave documents as prescribed in AFMAN 65-116, Volume 1.

24.3.7.5. The FMF inputs leave transactions based on the controlled leave documents submitted by the unit supervisor or the FMF Customer Support section for travel related leave.

24.3.7.6. AFI 36-3003 applies when member uses leave while in a travel status.

24.3.8. PCARS. There is no DJMS-Point Credit Accounting and Reporting System interface and members not paid by DJMS-RC cannot be reported by the DJMS-RC-PCARS interface.

#### 24.3.9. DJMS-AC Transactions.

24.3.9.1. The Reserve Component Payroll Office inputs the accession to DJMS-AC using the E203 transaction (see [Table 24.9](#).)

24.3.9.2. Sends a copy of AF Form 1934 to DFAS-IN/FJP only to update DJMS-AC for unused days when leave is being carried forward from a consecutive Reserve Component tour.

24.3.9.3. Prepares the E5 separation transaction (see [Table 24.11](#)) to remove a member from DJMS-AC when the ordered period has expired or tour has been terminated.

- 24.3.9.3.1. When preparing an E5, obtain the SPD OFF or SPD AMN information from the servicing AFSC.
- 24.3.9.3.2. The CHARACTER OF DISCHARGE, in the E5 transaction, should always be a “1” (honorable) since action is to close the DJMS-AC MMPA because the active duty tour is terminated and not an actual discharge.
- 24.3.9.4. To extend a tour for an enlisted member, the Reserve Component Payroll Office prepares and inputs a TU transaction (see [Table 24.20.](#)) and ensures the member continues on active duty before processing the TU transaction.
- 24.3.9.5. To extend a tour for an officer send a CMS case to DFAS-IN requesting an extension.
- 24.3.9.6. To pay accrued leave upon extension of a tour, submits AF Form 1934 and a copy of the order attached to a DD Form 114 to DFAS-IN for processing.
- 24.3.9.7. Prepares a TIN A24 (see [Table 24.26.](#)) as required (see also Chapter 9, “Active Duty”).
- 24.3.9.8. Prepare text header and text trailer for AUTODIN transmission (see [Table 24.21.](#) and [Table 24.22.](#)).
- 24.3.10. Clarification or Correction of the DJMS-AC Transactions.
- 24.3.10.1. Each transaction indicates the number of formats required for the transaction.
- 24.3.10.2. Code “A” means there is one prime transaction and one trailer. 24.3.6.1.3. Code “B” means there is one prime transaction and two trailers. These transactions are submitted in this sequence.
- 24.3.11. Partial and Complete Rejects – DJMS-AC. There are two types of rejects: Partial and complete.
- 24.3.11.1. A partial reject is identified by a “Y” in the first position of the rejected transaction. A partial reject requires a review to determine if further action is required.
- 24.3.11.2. A complete reject is identified by a “Z” in the first position. A complete reject requires correction and re-input of the transaction, if necessary.
- 24.3.12. Corrected DJMS-AC Transactions
- 24.3.12.1. Corrected DJMS-AC transactions are re-input using the same information as the original transaction.
- 24.3.12.2. The TXHDR card needs to have the next available transmission number.
- 24.3.12.3. If a new transmission number is not used in the TXHDR cards, the transmission does not process and an XU03 management notice for a duplicate transmission is received.

#### **24.4. Management Notices – DJMS Active Component.**

24.4.1. DFAS-IN sends an acknowledgment of receipt of transmission to the Reserve Component Payroll Office by management notice XT03, “Acknowledgment of DFAS-IN receipt of DJMS-RC input”.

24.4.2. DFAS-IN sends an XU03 management notice to Reserve Component Payroll Offices whenever a transmission number is missing. This management notice alerts the Reserve Component Payroll Office that DFAS-IN did not receive a particular transmission based on transmission number logged previously.

24.4.3. Where RC Payroll Offices use the same communication facilities as an active duty FMF or AFSC, the RC Payroll Office needs to coordinate with communication centers and the active duty FMF and AFSC to make sure that they get their management notices. The AUTODIN header cards for these transmissions indicates that this is ARPASMISCLNS data and can be identified as being different from other DJMS transmissions by the AFSC.

24.4.4. DFAS-IN sends management notices to the servicing payroll office for AGR members when their tours are expiring.

**24.5. Checks to Financial Organizations.** Members are required to participate in the direct deposit program (**T-0**). The member furnishes an address for the mailing of the DFAS Form 702 and the TD Form W-2, *Wage and Tax Statement*.

#### **24.6. Deductions from Pay.**

24.6.1. ANG members who participate in the ANG State Sponsored Life Insurance Program can request an allotment in the DJMS in order to continue their participation in State Sponsored Group Life Insurance. See Section 31.2., “Section B – National Guard State Sponsored Group Life Insurance” for more information.

24.6.2. State Income Tax Withholding.

24.6.2.1. Members are subject to the withholding for state income taxes for the state and local taxing authority as coded in the DJMS-RC MMPA.

24.6.2.2. Members complete a DD Form 2058 and claims state of legal residency. See Chapter 30, “Federal/State Income Tax, Federal Insurance Contributions”.

#### **24.7. AGR Tours Terminating.**

24.7.1. Normal DJMS-RC MMPA Reactivation. When an AGR tour is terminated, the RC Payroll Office reactivates the DJMS-RC file by processing the following transactions:

24.7.1.1. TIN A24 to curtail the “K” status. See Table 24.26.

24.7.1.2. TIN A09 transaction (see [Table 2.12.](#)), and,

24.7.1.3. TINs A06, A07, and A08 to reactivate the pay account. See [Table 2.7](#), [Table 2.8.](#), and [Table 2.9](#) for the TINs A06, A07, and A08 transactions.

## **24.8. Forced Gain Processing.**

24.8.1. In those few cases where a “forced gain” has to be accomplished, the Reserve Component Payroll Office prepares a message requesting DFAS-IN input an AA1 transaction (see [Table 43.33](#)). A forced gain may be required when the CBPO has not submitted the AA1 and the member cannot be paid.

24.8.2. Provide the date for the transaction using the day after separation from DJMS-AC as the effective date of gain and request a space in the non-prior service indicator.

24.8.3. When a master file for review appears on UH022-176 with message “GAIN TO FILE,” the Reserve Component Payroll Office submits the A06, A07, A08, and TIN D18 (see [Table 2.7](#), [Table 2.8](#), [Table 2.9](#), and [Table 43.29](#)., respectively, for record formats) to complete the MMPA.

24.8.4. Pay special attention to LEAVE INDICATOR, DESERT SHIELD/STORM INDICATOR, and PRIOR SERVICE LEAVE SOLD of the A06 transaction (leave information). (See [Table 2.7](#).) Use an “X” and “3”, and the total number of leave days paid the member after 9 Feb 1976 (include leave paid on AGR tour) of the TIN A06.

24.8.5. A TIN D18 comments should include “MBR Term AGR tour effective (date) LV paid (number) days.”

## **24.9. Disposition of DJMS Supporting Documents.**

24.9.1. The Reserve Component Payroll Office makes an 80/80 listing of input transactions and attaches a copy of the supporting document to the listing. Enter on the listing the installation name and address along with certification that the documents are true and proper. The listing is certified by the person in charge (designee) of the input office. Attach a copy of the DJMS accession or separation orders to the 80/80 listing.

24.9.2. Retire with DJMS-RC supporting documents by Julian date of submission per Chapter 3, “Documentation Preparation and Submission Procedures”. If there are relatively few documents, use a regular manila folder.

## **24.10. ANG – Enlist in the Regular Air Force (No Break in Service).**

24.10.1. Procedures. In order to prevent a financial hardship on members who separate from active duty as ANG members currently being paid under DJMS Active Component, and who enlist in the regular Air Force with no break in service, the following procedures are to be followed:

24.10.1.1. Enlisted Personnel. RC Payroll Office sends a CMS case to DFAS-IN before the date member is projected to separate, requesting DFAS-IN/FJP to input an E503 (see [Table 24.11](#).)

24.10.1.1.1. The message needs to contain the following information:

24.10.1.1.1.1. Date of separation from ANG

24.10.1.1.1.2. Date of enlistment in regular Air Force

24.10.1.1.1.3. Number of years enlisted

24.10.1.1.1.4. Servicing AFO.

24.10.1.1.1.5. Servicing CBPO.

24.10.1.1.1.6. Expiration term of service from the ANG.

24.10.1.1.1.7. Leave Election. If member is within 3 months of expiration term of service (item 6 above), leave balance may be sold or carried forward.

24.10.1.1.2. Information copies of the message are sent to the following organizations:

24.10.1.1.2.1. Headquarter AFMPC/MPCDMD-1

24.10.1.1.2.2. Customer Support at member's gaining FMF

24.10.1.1.2.3. DPMD and DPMUM at member's gaining command AFSC.

24.10.2. Since ANG member's initial clothing issue is less than regular Air Force initial clothing issue, the gaining FMF processes a PT03 type 4/5 transaction. This is to report difference between the two initial issues and to establish a CMA.

24.10.3. AFMPC/MPCDMD-1 provides instructions to the gaining AFSC for its processing on a case by case basis.

**Table 24.1. Proficiency Pay Type Codes – Used in DJMS-AC.**

Proficiency Pay Type Codes - Used in DJMS Active Component AFMPC/MPCDMD-1 provides instructions to the gaining AFSC for its processing on a case by case basis.	
Code	Description
R	Recruiters
I	Military Training Instructors
H	Humint Linguist-De-briefers
NO	NAFCOS Operational (Special Tactics Squadron)
NS	NAFCOS Support (Special Tactics Squadron)
C	Combat Controllers
P	Pararescue
JO	Joint Communication Unit (Operation)
JS	Joint Communication Unit (Support)
TN	Tonopah
HO	Headquarters Air Force (Operational)
HS	Headquarters Air Force (Support)
AA	White House Communications Agency
AB	On Site Inspection Agency
AC	Tactical Air Communications and Control Personnel
AD	Parachute Instructors
AE	Helicopter Flight Engineers
AF	Defense Courier Service
AG	Headquarters Joint Special Operations Command



**Table 24.2. Special Duty Assignment Pay Codes and Rates – DJMS-AC Only.**

Special Duty Assignment Pay Codes and Rates - JUMPS /JSS Active Component Only	
Codes	Description
Full Rates	
1	\$ 55.00
2	\$110.00
3	\$165.00
4	\$220.00
5	\$275.00
Reduced Rates	
A	\$ 27.50
B	\$ 55.00
C	\$ 82.50
D	\$110.00
E	\$137.00

**Table 24.3. Prior Service Military Dependent Code (DJMS-AC Only).**

Prior Service Military Dependent Code (JUMPS /JSS Active Component Only)	
Code	Description
A	Air Force (regular)
B	Army (regular)
C	Navy (regular)
D	Marines (regular)
G	Coast Guard
2	Air Force Reserve (includes dependents)
3	ANG
4	Army Reserve (includes dependents)
5	Army National Guard
6	Navy Reserve (includes dependents)
7	Marine Reserve (includes dependents)
8	Coast Guard Reserve (includes dependents)

**Table 24.4. Pay Grade Codes – Enlisted Members.**

Pay Grade Codes - Enlisted Members	
Grade	Code
E9	39
E8	38
E7	37
E6	36
E5	35
E4	34
E3	33
E2	32
E1	31

**Table 24.5. Pay Grade Codes – Officers.**

Pay Grade Codes - Officers	
Grade	Code
01	01
02	02
03	03
04	04
05	05
06	06
07	07
08	08
09	09
10	10

**Table 24.6. Pay Grade Codes – Warrant Officers.**

Pay Grade Codes - Warrant Officers	
Grade	Code
W1	21
W2	22
W3	23
W4	24
W5	25

**Table 24.7. Common Data for DJMS-AC Formats Only.**

Data Element Name	Explanation
TRAIL IND	A
FORMAT identifier	The specific format identifier for the transaction being used.
ACTION INDICATOR	The specific action code for the transaction being used.
SERVICE MEMBER SSN	Member's SSN.
CBPO	CBPO Code.
CLERK identifier	Any two alpha characters for your clerk's identifier.
TRANSMITTAL LOG ALPHA PREFIX	For each transmission to DFAS-IN (not document), start with AA to AZ, then A0 to A9, BA to BZ, then B0 to B9, etc. (Maintain a log of transmission numbers used with card count and date transmitted).
TRANSMITTAL LOG NUMBER	00001.

**Table 24.8. DB – Start, Change, or Cancel SGLI Deductions – DJMS-AC Format.**

Data Element Name	Explanation
ACTN INDCTR	04 - start, change, or stop 06 - cancel
YEAR-MONTH EFFECTIVE	Year and month (YYMM) from MMPA to cancel a previous DB04. This does not cancel SGLI. It just cancels a previous transaction. The change is effective on year and month of previous action being canceled. To cancel SGLI coverage, enter “0” (zero) in the SGLI option field.
SGLI OPTION	Enter SGLI option code. See <b>Table 31.2.</b> for codes and appropriate rates.

**Table 24.9. E2 – Report or Correct Accession of a Non-Basic Trainee.**

Data Element Name	Explanation
ENTRY ON ACTIVE DUTY DATE/ DOE for enlisted	Year, month, day (YYMMDD) of entry on active duty or enlisted date. (EAD for officers, DOE for enlistment). See notes below
ENTRY DATE OF SEPARATION	Year, month, day (YYMMDD) of separation as computed at time of entry.
NAME PERSON	Member's last (space), first (space), MI (space) suffix if applicable.
ENTRY SERVICE COMPONENT	Appropriate Code: G - National Guard V - Reserve
CURRENT GRADE	Appropriate Code. See <b>Table 24.4.</b> , <b>Table 24.5.</b> , or <b>Table 24.6.</b> , respectively, for enlisted, officer, and warrant officer codes
SEX OF SERVICE MEMBER	Appropriate Code M - Male F - Female
RESERVE ACTIVE DUTY REASON	Enter "3" for ANG member. This generates a code "N" for ANG. See also AFMAN 65-116 Vol 1, paragraph 66.2
UNIT identifier	4 Letter Identifier Code
CBPO NUMBER	Number of member's major command CBPO (1st and 2nd digit of Personnel Accounting Symbol).
MAJOR COMMAND identifier	Code for member's major command (3rd and 4th digits of Personnel Accounting Symbol)
SERVICING ADSN	ADSN of servicing AFO
PAY DATE	Year, month, day (YYMMDD) of pay date
TAFMSD	Year, month, day (YYMMDD) of TAFMSD (see notes below)
PRIOR SERVICE MILITARY DEPARTMENT	Appropriate code to indicate military department in which member performed prior active duty (see <b>Table 24.3.</b> ). Otherwise, leave blank (see note below)

ENLISTED W/OFFICER STATUS INDICATOR	Appropriate Code: Enlisted member does not have Reserve commission or Warrant, also use code for Officer accessions. Enlisted member has a Reserve commission or warrant
PRIOR SERVICE BENEFIT WAIVER	Appropriate Code: A - Active Duty Pay Waiver R - Retired Pay Waiver V - Veterans Affairs Benefits Waiver N - No Benefits Waiver
OVER FOUR ACTIVE ENLISTED	Y - If officer or warrant officer (grade 01, 02, 03, W1, W2, W3, W4, or W5) has over 4 years of active service as an enlisted member. N - If officer in grades 01, 02, or 03 does not have over 4 years enlisted service
DATE OF SEPARATION LAST ACTIVE DUTY OFFICER STATUS	Year, month, day (YYMMDD) of separation from last active duty in officer status. Zero-fill if not applicable. See note above for Date on Station PREVIOUS ENLISTMENT
DUTY COUNTRY	Complete if member is accessed and serving in a non-Continental United States area; or Otherwise, leave blank.
<p><b>Note:</b> Prior Service - ANG: If a member is in the ANG (ENTRY SVC COMP is G) has no prior service, DATE OF SEPARATION LAST Active Duty OFFICER STATUS and DATE OF SEPARATION PREVIOUS ENLISTMENT can both be zero-filled.</p> <p><b>Note:</b> If PRIOR SERVICE MILITARY DEPARTMENT data element name is blank: Then TAFMSD cannot be less than EAD DATE, and DATE OF SEPARATION PREVIOUS ENLISTMENT and DATE OF SEPARATION LAST AD OFFICER STATUS needs to be zero-filled. The total active federal military service date (TAFMSD) has to be valid. It can be the same as the EAD if member has no prior active duty time.</p> <p><b>Note:</b> The data required pertains to the member's most recent period of active duty. Submit one of the following: If in an enlisted status upon release, zero-fill DATE OF SEPARATION LAST ACTIVE DUTY OFFICER STATUS. If in officer status upon release, zero-fill DATE OF SEPARATION PREV ENLIMT.</p>	

**Table 24.10. E5 – Report or Change Final Separation.**

Data Element Name	Explanation
DATE OF SEPARATION	Projected date of separation (YYMMDD).
SPD OFF OR SPD AMN	Separation designation number. Contact the applicable AFR or ANG CBPO for the correct code.
NR DEPN ACRD LV Basic Allowance For Quarters	Number of persons dependent on the member for determining Basic Allowance For Quarters rate to use in accrued leave computation. Zero-fill if not applicable.
DAYS ALWBL TVL TIME RES	Number of days allowed Reserve member to travel home. Zero-fill for other members.
MONTHS SVC DISABLTYPAY	Total number of months of service countable for computing disability severance pay. Zero-fill if not applicable.
MONTHS SVC SEP PAY	Total number of months of service countable for computing separation, readjustment, or severance pay. Zero-fill if not applicable.
AMT READJMT MOP PREV PD	The amount of readjustment pay or PREV PD mustering-out pay previously received by member and not refunded. Zero-fill if not applicable or if member does not qualify for readjustment pay or has not received previous payments.
GR DSABLTYPAY SERVICE	1. Grade, as determined under personnel regulations at which disability severance pay (DSP) is to be computed, even if same as current grade, if member is entitled to DSP. 2. Zero-fill if not entitled to DSP.
CHARACTER OF DISCHARGE	1 - Honorable
DISCHARG GRAT AMT	Gratuity amount authorized a member under the DOD 7000.14-R, Volume 7A, Chapter 35, Table 35-6. Zero-fill if discharge gratuity is not authorized.
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.11. E5 – Report or Change Final Separation – Second Input Format. Member’s Future Mailing Address.**

Data Element Name	Explanation
TRAIL IND	1
Same data as in the original (first) E5 record.	See <b>Table 24.11.</b>
FUTR MAIL ADRS ST	Street portion of member’s future mailing address (street, avenue, place, court, way, box number, rural route, etc.) using normal spacing. Do not enter any special characters such as asterisks, etc.
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.12. E5 – Report or Change Final Separation – Third Input Format. Member’s Future Mailing Address – Domestic.**

Data Element Name	Explanation
TRAIL IND	2
Same data as in the original (first) E5 record	See <b>Table 24.11.</b>
FUTR MAIL ADRS DOM CITY	If member’s future address is in United States or its territories or possessions: The city portion of member’s future address.
FUTR MAIL ADRS STATE	The state portion of member’s future address.
FUTR MAIL ADRS ZIP	ZIP code applicable to the future address shown.
ADRS MAIL DOM FORN CODE	1 (for domestic address).
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.13. E5 – Report or Change Final Separation – Third Input Format. Member’s Future Mailing Address – Foreign Address.**

Data Element Name	Explanation
TRAIL IND	2
Same data as in the original (first) E5 record	See <b>Table 24.11.</b>
FUTR MAIL ADRS FORN	Name of town, city, country province, or other larger foreign location that is member’s future address.
ADRS MAIL DOM FORN CODE	2 (for foreign address).
COMMON DATA	See <b>Table 24.7.</b>



**Table 24.14. E5 – Report or Change Final Separation – Third Input Format. Member’s Future Mailing Address – APO or FPO Number.**

Data Element Name	Explanation
FUTUR APO FPO CODE MAIL	Army, Air Force, or Navy Military Post Office number that is member’s future address.
FILLER	Leave blank
ADRS MAIL DOM FORN CODE	(for APO number address). (for FPO number address).
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.15. E5 – Cancel Final Separation.**

Data Element Name	Explanation
TRAIL IND	0
Same data as in the original (first) E5 record	See <b>Table 24.11.</b>
DATE OF SEPARATION	Cancelled date of separation. Use DATE OF SEPARATION is last input to DFAS-IN if the change transaction has been submitted.
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.16. LG – Change CBPO Number and Major Command Identity.**

Data Element Name	Explanation
CBPO NR	CBPO number
MAJOR COMMAND identifier	Major command identity code
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.17. MC – Change Name – DJMS Format.**

Data Element Name	Explanation
TRAIL IND	0
FORMAT identifier	MC
ACTN INDCTR	04 - change
COMMON DATA	See <b>Table 24.7.</b>
NEW NAME	Member’s new name (last name first).
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.18. MD – Promote or Demote Member, Correct Grade, or Effective Date.**

Data Element Name	Explanation
ACTION INDICATOR	- Change (if promotion or demotion). - Correct (if correction of grade or correction of effective date of grade). - Cancel (to delete an invalid grade change previously submitted).
See <b>Table 24.7.</b>	Same data as in the original (first) E5 record.
EFFECTIVE DATE CURRENT GRADE	Year, month, and day (YYMMDD) of effective date of current grade.
CHANGE REASON	Grade change reason code for any accelerated promotions.
PROMOTE/DEMOTED CODE	Required on MD04 transactions only; otherwise, leave blank. D - demotion P - promotion
CURRENT GRADE	Applicable current officer or Airman grade. A two-digit code. See <b>Table 24.4.</b> , <b>Table 24.5.</b> , and <b>Table 24.6.</b> for pay grades.
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.19. TU – Change Airmen DATE OF SEPARATION, DATE OF SEPARATION Extension Reason, or Expiration Term of Service TS.**

Data Element Name	Explanation
DATE OF SEPARATION	New DATE OF SEPARATION
DATE OF SEPARATION EXTENSION REASON	- Voluntary - Involuntary 7 - Medical hold
EXTENSION NUMBER	Current Extension
EXPIRATION OF TERM OF SERVICE	Service Number
COMMON DATA	See <b>Table 24.7.</b>

**Table 24.20. Text-Header for DJMS Active Component.**

Explanation
Enter "TEXHD"
Blank
Enter "U"
Space
Enter "2"
Space
Enter "JUMPTRNSACTN"
Space
Enter "N"
Space
Enter the current calendar date (YYMMDD)
Space
Enter "001"
Space
Enter "0080"
Blank
Enter "01"
Space
Enter "FR"
Space
Enter "CBPO"
Enter your transmission number. For each transmission to DFAS-IN (not each document) start with AA to AZ; then A0 to A9; then BA to BZ; then B0 to B9. etc. (Maintain a log of transmission numbers used with transaction count and date transmitted.)
Enter your CBPO code
Spaces
Enter "0E"
Spaces

**Table 24.21. Text-Trailer for DJMS Active Component.**

Explanation
Enter "TEXTHD"
Same as text header
Enter your transmission number
Same as text header
Number of input transactions (do not add 2 for text header and text trailer)
Blank

**Table 24.22. 30 – Start or Stop Special Duty Assignment Pay.**

Data Element Name	Explanation
EFF DATE	Year, month, day (YYMMDD) entitlement should start or last day through which entitlement should be paid (stop).
SPECIAL DUTY ASSIGNMENT PAY	Applicable code. See <b>Table 24.2.</b> for codes and rates.
PROFNCY PAY STATUS	See <b>Table 24.1.</b> for codes and definitions.

**Table 24.23. 30 – Correct Special Duty Assignment Pay.**

Data Element Name	Explanation
DATE START	The correct year, month, day (YYMMDD) entitlement should start, or Zero-fill
DATE STOP	The correct year, month, day (YYMMDD)entitlement should stop, or Zero-fill
PROFNCY PAY STATS	Applicable code. See <b>Table 24.1.</b>
PRIOR DATE START	DATE START (YYMMDD) from the transaction being corrected or Zero-fill
PRIOR DATE STOP	DATE STOP (YYMMDD) from the transaction being corrected, or Zero-fill

**Table 24.24. 30 – Change or Cancel Special Duty Assignment Pay.**

Data Element Name	Explanation
DATE START	If ACTN INDCTR = 04, this must be a valid date. Year, month, day (YYMMDD) entitlement starts or Zero-fill
DATE STOP	If ACTN INDCTR = 04, this must be zeros. Year, month, day (YYMMDD) entitlement stops or Zero-fill
PROFNCY PAY STATS	Applicable code. See <b>Table 24.1.</b> for codes and definitions. If ACTN INDCTR = 06, leave blank.

**Table 24.25. A24 – Pay Status K (DJMS-RC Format).**

Data Element Name	Explanation
PAY STATUS	Enter pay status K - Members not entitled to special duty assignment pay.
PAY STATUS START DATE	Enter first day of tour (YYMMDD) as stated in orders.
PAY STATUS STOP DATE	Enter last day of tour (YYMMDD) as stated in orders.
Fund Cite Indicator	Leave blank
ORIGINAL PAY STATUS START DATE	Original pay status start date (YYMMDD).
ORIGINAL PAY STATUS STOP DATE	Original pay status stop date (YYMMDD). The date the original tour stopped.
ORDER NUMBER	Complete order number. Zero-fill to the left.
TOUR ADJUSTMENT INDICATOR	Must be either "Y" (yes) or "N" (no). If "Y," the Original PS Start Date must have a valid date. If "N," the Original PS Start Date must be blank.
TRAINING CATEGORY CODE	Leave blank
TRAVEL DAYS	Reserves - Enter "0" through "9" for number of travel days authorized. ANG - Leave blank
COMMON DATA: Personnel Accounting Symbol, ST-PGMA, Transaction Indicator Number, AND SUBMISSION DATE.	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>

## Chapter 25

### INCAPACITATION PAY AND DISABILITY SEVERANCE PAY

**25.1. Incapacitation Pay Introduction.** Incapacitation pay includes authorized pay and allowances, to the extent permitted for a Reserve component member who is not medically qualified to perform military duties, as determined by the Secretary concerned, because of an injury, illness, or disease incurred or aggravated in the line of duty, or to provide pay and allowances to a member who is fit to perform military duties, but experiences a loss of earned income because of an injury, illness, or disease incurred or aggravated in the line of duty (LOD). The FSS or LOD Program Manager that serves the immediate commander is responsible for directing the LOD determination to the required authorities, monitoring suspense's and disposing of final documentation. Entitlements are found in DOD 7000.14-R, Volume 7A, Chapter 57, and Table 57-3 and AFI 36-2910, *Line of Duty (Misconduct) Determination*, Chapter 6.

#### 25.1.1. Definition.

25.1.1.1. Incapacitation. Physical disability due to injury, illness, or disease that prevents the performance of military duties as determined by the Secretary concerned, or which prevents the member from returning to the civilian occupation in which the member was engaged at the time of the injury, illness, or disease.

25.1.1.2. Line of Duty. A finding after all available information has been reviewed that determines an injury, illness, or disease was incurred or aggravated as a result of military duty not due to gross negligence or misconduct of the member. This includes a RC member on inactive duty training, funeral honors duty, traveling directly to or from such duty or training, or while remaining overnight, immediately before the commencement of or between successive periods of such duty.

#### 25.1.2. Supporting Documents.

25.1.2.1. AF Form 348, Line of Duty Determination and/or AF Form 348R, *Line of Duty Determination for Restricted Report of Sexual Assault*

25.1.2.2. AF Form 469, *Duty Limiting Condition Report*

25.1.2.3. AF Form 1971, *Application for Incapacitation Pay*

25.1.2.4. AF Form 40a

25.1.2.5. ANG Form 105S

25.1.2.6. Certified for payment the AROWS, AROWS-R, or DTS Military Duty Orders

25.1.2.7. Loss of Income statement from Civilian Employer

25.1.2.8. DD Form 114

#### 25.1.3. TINs.

25.1.3.1. TIN D02-2

25.1.3.2. TINs D18/D19

#### 25.1.4. Substantiating Documentation.

25.1.4.1. Incapacitation Pay eligibility requires an “in line of duty” determination and a credentialed military medical provider’s finding that the member has an unresolved health condition requiring treatment rendering the member unable to perform military duties, or is able to perform military duties but demonstrates a loss of civilian earned income.

25.1.4.2. Pay and allowances are not necessarily paid in six month increments. Pay and allowances under this instruction are paid only during the period a member remains unable to perform military duties or is able to perform military duty but demonstrates a loss of civilian earned income as a result of an injury, illness or disease incurred or aggravated in the line of duty.

25.1.4.2.1. Payment in any particular case may not be made for more than a six month period without review of the case by SAF/MR or delegated authority to ensure that continuation of military pay and allowances is warranted and to determine whether the member should be referred to the Disability Evaluation System. Such a review is completed every six months.

25.1.4.2.2. If the approved Incapacitation Pay period extends beyond the member’s anticipated Expiration Term of Service or established Date on Station, the member’s unit, with the member’s consent, requests through the FSS that the member be placed on "Medical Hold" and the Expiration Term of Station date extended so there is no loss in benefits.

25.1.4.3. The member provides the FSS or Incapacitation Pay Manager with all required documentation every 30 days while applying/receiving Incapacitation Pay. The member submits monthly pay documentation when claiming loss of civilian earned income to the Reserve Component Pay Office.

25.1.4.4. The unit commander recommends approval or disapproval of all requests for Incapacitation pay or extensions on the AF Form 1971. Final approval is at the Wing Commander within three (3) days from the date of submission.

25.1.4.5. Member’s unit commander or equivalent may designate an alternate duty location for members to perform duties consistent with their Line of Determination diagnosis and/or AF Form 469. Both the member’s commander and alternate duty location commander are to concur by written agreement.

25.1.4.6. Members are to be notified through the MEDCON Airman Responsibilities and Consent Form (see myPers MEDCON website) that pay and allowances paid to which the member was not entitled are subject to recoupment by the base comptroller through established debt collection procedures.

#### 25.1.5. Reserve Component Pay Office Actions.

25.1.5.1. Receive Incapacitation Pay request package, obtain any additional military pay documentation required to support duty status at time of injury/illness/disease to determine payment of full pay and allowances, compute the entitlement, and process the payment. Incomplete packages are returned to the FSS Incapacitation Pay Manager for correction as provided in the following paragraphs. Incapacitation Pay package includes the following:

- 25.1.5.1.1. Staff Summary Sheet requesting Initial Incapacitation Pay signed by the immediate commander or Incapacitation Pay Extension signed by the Wing Commander.
- 25.1.5.1.2. A copy of the member's orders or documentation indicating the member's duty status covering the period during which the injury, illness or disease was incurred or aggravated. Documents for AFR are the AF Form 40a (General Officer only) for UTA duty status or UTAPS Summary report and for ANG, the ANG Form 105S or AROWS summary report for UTA.
- 25.1.5.1.3. An Interim or Final AF Form 348 or DD Form 261, *Report of Investigation – Line of Duty and Misconduct Status*.
- 25.1.5.1.4. A completed AF Form 469.
- 25.1.5.1.5. Employer/employee release statement and Statement from Civilian Employer (on Company Letterhead). If employed, pay statement (i.e., pay stub, pay statement or civilian leave and earning statement) from civilian employer. Or if member is self-employed, they need to provide a self-employed/unemployment statement, gain/loss statement and income protection statement. **Note:** The Employer Statement or Statement of Earned Income comes directly from the Civilian Employer, not the service member.
- 25.1.5.1.6. Member-signed AF Form 1971.
- 25.1.5.2. Upon notification from the RMU (AFR) or GMU (ANG), complete a "Financial Entitlements Briefing" memorandum provided by the FSS Incapacitation Manager. Retain the original for supporting documentation; provide member and FSS Incapacitation Manager a copy. Reference DOD 7000.14-R, Volume 7A, Table 57-3, Disability Entitlements for the Reserve Forces, to determine the pay allowances member receives for Incapacitation Pay and the following supporting documentation for each RC Pay Office.
- 25.1.5.3. Determine and verify member's eligibility (every 30 days) through demonstrated loss of earned income as a result of the LOD condition using current/updated documents referenced in [paragraph 25.1.5.1.5](#)
- 25.1.5.4. Provide pay and allowances, to the extent permitted by law. Ensure the total amount of pay does not exceed the amount of pay and allowances a Regular AF member of the same grade and length of service would receive for the authorized period. When a member is able to perform military duty, but experiences a loss of earned income, they are entitled to the lesser of the two amounts, either what they receive for the military pay and allowances during Incapacitation Pay period or what they can show as a loss of civilian income during the Incapacitation Pay period, whichever is less. When there is no civilian income, member receives Incapacitation Pay in the amount of active military duty.
- 25.1.5.5. Ensure pay and allowances are paid only during the period a member remains unable to perform military duties, or if able to perform military duties, only paid where a member demonstrates a loss of civilian earned income to include self-employment income. When member receives civilian employer or self-employment income, that income is subtracted from the member's "earned" pay and allowances.



25.1.5.6. Ensure pay and allowances are in place for timely payment and start no later than 30 days after the illness, injury or disease was incurred or aggravated, and continue without interruption until terminated. **NOTE:** Prompt payment starting within 30 days depends on actions of SG, FSS, CC, including the member.

25.1.5.7. Generate a DD Form 114 to process the TIN D02 input transactions into WebDMO in 15 or 30 day increments; receive signatures; maintain all documentation with the DD Form 114; process a TIN D02 TIN for each entitlement input. Process a D18 TIN the minimum statement “Per (who authorized), Incapacitation Pay due (period of TIN D02 payment), per Control #XXX) and a D19 for member’s LES “Incapacitation Pay for (Period of payment). Reference AFI 36-2910 for a properly documented DD Form 114. General input component of pay for Base Pay is C4; BAS is C7; and BAH is CH. Reference section 25 below for all component of pay’s. Quality Assurance reviews all TIN D02 TIN prior to input and initials and dates upon completion of review.

25.1.5.8. Ensure pay and allowances are not terminated by establishing a suspense file to follow up with the appropriate person to get the documentation needed to continue LOD payments and process a DD Form 114.

25.1.5.9. No payment is authorized beyond six months without approval by an Approving Authority for the Secretary of the Air Force. Supporting document and processes remain in place from the initial payment. Terminate entitlement to pay and allowances when member has been found fit for duty, except as provided in [paragraph 25.2.3.3.](#), below, or the member has been separated or retired.

25.1.5.10. Track Incapacitation Pay Payments on AF IMT 3132 log. Reconcile after each member receiving Incapacitation Pay has terminated. Maintain six years and three months from end of Fiscal Year.

## **25.2. Disability Severance Pay.**

25.2.1. Aggravated disabilities entitlements are listed in DOD 7000.14-R, Volume 7A, Chapter 57, Table 57-3. Pay and allowances under these provisions generally may not be paid for a period of more than 6 months. However, the Secretary of the Military Department concerned may extend the period of entitlement beyond 6 months in the interest of fairness and equity.

25.2.2. Disability Not in Line of Duty. In the case of ordered active duty, not-in-the-line-of-duty determinations cause pay and allowances to cease on the date of expiration of the ordered active duty plus allowable travel time, if any, or on the date the member is relieved from active duty by competent authority. In the case of inactive duty performance, not-in-the-line-of-duty determinations, cause pay to cease on the day disability occurs.

25.2.3. Termination of Pay and Allowances. Subject to the provisions in DOD 7000.14-R, Volume 7A, Chapter 57, Table 57-3, a member’s entitlement to pay and allowances while disabled terminates upon:

25.2.3.1. Retirement.

25.2.3.2. Separation for physical disability.

25.2.3.3. Determination by Military Service medical personnel that the member has recovered sufficiently to perform normal military duties, or when actually restored to normal military duties, whichever occurs first. The member submits to timely Service medical examination(s) necessary for the preparation of required medical certificate(s) in order to extend entitlement to pay and allowances beyond the ordered duty or training period. This provision does not apply to DOD 7000.14-R, Volume 7A, Chapter 57, Table 57-3 rules 3, 6, and 10 since the member's entitlements therein are based upon lost civilian income. Civilian earned income does not include retirement income.

25.2.3.4. Discharge from the Reserve Component.

25.2.3.4.1. Supporting Documents.

25.2.3.4.2. Separation Orders.

25.2.4. Transactions Identification Numbers. TIN D02-2.

25.2.5. A member called or ordered to active duty (other than active duty for training) for more than 30 days and separated for a physical disability, which was the proximate result of the performance of such duty, is entitled to severance pay if otherwise qualified under appropriate personnel regulations.

25.2.6. A member on active duty for 30 days or less, or a member on active duty training for any period (including active duty for training) and separated for physical disability resulting from injury, is entitled to severance pay when injury was the proximate result of performance of such duty, if otherwise qualified under appropriate personnel regulations.

25.2.7. Computation of severance pay is as prescribed in DOD 7000.14-R, Volume 7A, Chapter 35.

**Table 25.1. TIN D02-2 input for DJMS-RC Processed Transactions review.**

Data Element Name	Explanation
OFFICER/ENLISTED/ WARRANT OFFICER CODE	Must be one of the following: O – Officer (alpha) E – Enlisted W – Warrant Officer If the CBPO code is S8, then this field must contain an alpha O.
ACTION INDICATOR	Must be one of the following: A – Payment of entire entitlement  B – Supplement payment  C – Collect entire amount of entitlement  D – Collection due to overpayment G – Check cancellation (check cancellation is restricted to DFAS-IN).
CALENDAR YEAR OVERPAYMENT WAS RECEIVED	Must be “YY” if Action Indicator is “C”, “D” or “G”.
TYPE OF DUTY OR TOUR	Must be one of the following or may be left blank: L – Long tour S – Short tour  X – Stipend  1 – Incapacitation Pay (numeric one)
COMPONENT OF PAY	If TYPE OF DUTY OR TOUR is “X,” then component of pay must be “AC” or “AD.”  2. If the GROSS AMOUNT is zero, then component of pay must be “A1”, “AC”, or “AD”.  3. If CBPO is “S8”, then the component of pay must be “A1”, “AC”, “F1 through F4”, “H1”, “H2”, “H5”, “H6”, “H8”, “HB”, “HC”, “R1”, “SA”, or “SB”.  4. See <b>Table 43.12.</b> or <b>Table 43.13.</b>
START DATE	Must be numeric (YYMMDD).
STOP DATE	Must be numeric (YYMMDD).
PAYMENT/COLLECTION AMOUNT	Must enter payment amount

Data Element Name	Explanation
APC	1. APC must be on Table 40 and must be authorized for the dates on the transaction.  2. If the GROSS AMOUNT (positions 33-38) is zero, the APC must be blank.
ORDER NUMBER	May be alpha/numeric, but first position must not be an alpha character

## Chapter 26

### PAYMENTS FOR DECEASED OR MISSING MEMBERS

#### 26.1. Death Gratuity.

26.1.1. Description. The DOD 7000.14-R, Volume 7A, Chapter 36, provides the policy concerning death gratuity and arrears of pay (AOP) paid on behalf of deceased members. It states, in part, that death gratuity is paid, regardless of whether death occurred in the line of duty or was the result of the member's misconduct, to eligible beneficiaries of the following:

26.1.1.1. Member who dies while on active duty or while traveling to or from such duty.

26.1.1.2. Member, or former member, who dies during the 120-day period beginning on the day following date of discharge or release, under honorable conditions, from active duty (including retirement for either disability or length of service). In this case, the Administrator of Veteran's Affairs needs to determine that death resulted from disease or injury incurred or aggravated while the member was on active duty or while in authorized travel status to or from such duty. Death gratuity is not paid by the Reserve Component Pay Office.

26.1.1.2.1. An ANG or AFR member who dies while traveling directly to, from active duty for training, inactive training or while on inactive duty training (other than work or study in connection with a correspondence course of an Armed Force; or attendance, in an inactive status, at an educational institution under the sponsorship of an Armed Force or the Public Health Service).

26.1.1.3. Any person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training) in the Military Service, who has been ordered or directed to go to that place, and who:

26.1.1.3.1. Has been provisionally accepted for that duty; or

26.1.1.3.2. Has been selected, under the Military Selective Service Act, Title 50, United States Code, Sections 3801, for duty in that Military Service.

26.1.1.4. Member whose death is determined by administrative finding under the Missing Persons Act, Title 5, United States Code, Sections 5561 et seq.

26.1.1.5. Reserve member who dies while traveling directly to or from active duty.

26.1.1.6. Any member of an Air Force ROTC who dies while performing annual training duty under orders for a period of more than 13 days or while performing authorized travel to or from that annual training duty; or any applicant for membership in a ROTC who dies while attending field training or while performing authorized travel to or from the place where the training is conducted.

26.1.1.7. Additional references can be found in AFI 36-3002, *Casualty Services*.

#### 26.1.2. Substantiating Documents:

26.1.2.1. DD Form 93, *Record of Emergency Data*, contains information on eligible beneficiary or eligible non-designated beneficiary.

26.1.2.2. DD Form 173/2, *Joint Message Form* (1-1(Black Ink)), (1-2 (Red Ink)).

26.1.2.3. SF 1174, *Claim for Unpaid Compensation of Deceased Member of the Uniformed Service*, and DD Form 2058 if beneficiary is located in the servicing FMF area, and DD Form 397, *Claim Certification and Voucher for Death Gratuity Payment*.

26.1.2.3.1. Preparation of DD Form 397. Use DD Form 397, in quadruplicate, to file claim and pay death gratuity. If payments are to be divided between two or more eligible beneficiaries, prepare a separate form for each. Before forwarding DD Form 397 to the Casualty Assistance Representative (CAR), the Reserve Component Chief or Superintendent completes form using instructions in Figure 26.2.

26.1.2.3.2. Casualty Assistance Representative (CAR) furnishes servicing FMF a copy of the death message and a copy of the member's VRED or DD Form 93; FMS 2231, Direct Deposit; and DD Form 397. Obtains signed SF 1174 and DD Form 2058 from the beneficiary(ies). Advises parent or guardian of minor child(ren) beneficiary(ies) of the need for state appointed guardianship documents. Follows up until guardianship is received and forwards to DFAS for payment of death gratuity/arrears of pay/BAH. **NOTE:** Immediately sends DFAS any input which pertains to member's account for which FSS is input source for processing.

26.1.2.3.3. DFAS computes amount of pay due, makes adjustments, and makes all payments for Arrears of Pay (AOP), including amounts due for travel and per diem. Pays BAH, up to 365 days, as applicable upon receipt of CMS case.

26.1.2.3.3.1. Prepares final settlement letter (AOP paid or debt established), furnishes applicable forms as indicated below, and a computation of final pay settlements, as appropriate, to the beneficiary or estate.

26.1.2.3.3.2. Provides TD Form W-2 reflecting wage and deduction information paid to the deceased member prior to date of death.

26.1.2.3.3.3. Provides TD Form 1099-MISC, *Miscellaneous Income*, for the payment of arrears of pay. If beneficiary is a foreign national, a TD Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*, is issued and taxes withheld at 25 percent.

### 26.1.3. Reserve Component Pay Office Actions.

26.1.3.1. Upon notification of a member's death, stop all payments currently established to post on member's MMPA or future payments. Use a TIN A24N. No additional pay transactions are posted to the member's MMPA at that time. Print Figure 26.1. Death Gratuity Checklist to reference.

26.1.3.2. Audit the member's pay record to verify any pay and entitlements due. Items to look for are AROWS pay orders or UTA forms, outstanding travel voucher in DTS, open Leave Master Record for unpaid leave, Special Duty Assignment Pay, Incentive Pay, Bonuses, and any existing debts.

26.1.3.3. Receive the DD Form 93, verify banking information, all outstanding military pay documents (reference 26.1.3.3.1 to 26.1.3.3.3), complete the DD Form 397, and attach in a CMS case to DFAS Reserve Component for "Death Gratuity/Casualty" case marked as "Priority". Attach any open debts to be released at 100 percent collection.

26.1.3.3.1. Review member's record for a bonus payment under DJMS Option 6. When death is not caused by member's misconduct, the member listed on the DD form 93 receives the remaining balance of unpaid bonus as a lump sum. Bonus documentation from the Career Assistance Advisor is forwarded to the Reserve Component Pay Office to be included in the CMS.

26.1.3.3.2. Verify member's entitlement to SDAP and Incentive Pay. When member is due these entitlements, attach documentation, (i.e., AF Form 2096, DD Form 114, etc.) used to support the payment to be included in the CMS.

26.1.3.3.3. Surviving spouse is entitled to 365 days of BAH if the member passes while on active duty (no BAH entitlement if on inactive duty at the time of death). When no current spouse is listed, the housing allowance is divided up equally among the dependents on whose behalf the deceased member was receiving BAH at the with-dependent rate. Add the most recent AF Form 594 to the CMS case. (BAH amount cannot be reduced to satisfy any existing indebtedness to the US.)

26.1.3.3.4. Review AROWS for outstanding Orders and Inactive Duty Periods member may have performed. Verify duty was completed and have e-Certification done. Do not process, add orders or Inactive Duty documents to the CMS case.

26.1.3.3.5. Review Leave Management Record for open leave balances. Reconcile outstanding leave to the Leave Management Record. Request outstanding all AF Form 988, *Leave Request/Authorization*, form for those outstanding and not received. Complete the AF Form 1934. Document in the CMS case that member has XX days to pay or XX days in excess. Provide AF Form 1934 and AF Form 988s in CMS case. When leave has not posted to Leave Management Record, document in CMS that member has an "Open Leave Management Record for XXX date with leave number, amount of days not charged".

26.1.3.3.6. Review Accounts Receivable in DJMS-RC, Option 5. Verify member has no outstanding debts. Add due process letter to member and any documentation on file to the CMS case. Document in CMS member has open accounts receivable for XXX amount.

26.1.3.3.7. The APC (Agency Profile Coordinator) verifies if member has an outstanding travel voucher and contact the GTC administrator for open charges. For outstanding travel vouchers, the completed travel voucher needs to be signed by the Summary Court Officer. The Casualty Assistance Representative can provide the person assigned this duty. Attach the signed voucher and all travel voucher supporting documentation i.e. receipts, airfare, etc. to the CMS case, and identify any open Government Travel Card balances. Voucher settlement goes to the member's beneficiary on the DD Form 93.

26.1.3.3.8. The death gratuity payment is to be made within 24 hours of the determination that beneficiaries are eligible to receive payment and payment is proper under the circumstances. The Casualty Assistance Representative provides all necessary documentation to the Reserve Component Pay Office or nearest Active Duty FMF to the residence of the beneficiary(ies) process to make an Electronic Funds Transfer payment for death gratuity. This is added to the CMS case.

26.1.3.3.9. Request DFAS to process a TIN D18 to the member's MMPA to include amount paid, Electronic Funds Transfer date, and CMS Case Number. If Reserve Pay Office processes payment, he or she has access to post information to MMPA record via a TIN D18.

26.1.3.4. If there are no open entitlements or debts on MMPA, establish a CMS case to note the member did not have a Death Gratuity payment and attach pay audit for future audit trail. Ensure necessary paperwork is attached for audit trail. Request D18 post to member's MMPA.

26.1.3.5. DFAS is responsible for all death gratuities to minor children and doubtful cases. The FM Designate is responsible for making payments to all other beneficiaries.

26.1.3.6. Death Gratuity Payment Accounting Lines can be reviewed in AFMAN 65-604. Ensure to add the proper accounting lines to the CMS case.

## 26.2. Missing Status.

26.2.1. Description. Missing Status is defined in the Definitions in the DOD 7000.14-R, Volume 7A, as including missing, missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force or detained in a foreign country against member's will. Policy on entitlements and the authority to make payments to persons in missing status are contained in DOD 7000.14-R, Volume 7A, Chapter 34 and 57, paragraph 570603 and AFI 36-3002.

26.2.2. When missing, missing in action, interned in a foreign country, beleaguered or besieged by a hostile force, or detained in a foreign country against a member's will. Reference DOD 7000.14-R, Volume 7A, Chapter 34, Table 34-1 (**Notes:** 1 through 7) for a list of all pay and allowances to which entitled when missing status began or to which member becomes entitled to later. Applicable types of pays may include Basic pay, Special pay, Incentive pay for Hazardous duty, BAS, BAH, Family Separation Allowance, Family Separation Housing Station, per diem allowances for not more than 90 days, and HFP if the member qualified immediately before entry to a missing status. DFAS-IN administers the accounts of the missing service member and payments continue through date of receipt by the Military Service concerned of evidence of death of the member or date of presumption of death made by the Secretary of the Military Department concerned or Secretary's designee, or date of return to Military Service jurisdiction.

26.2.2.1. Substantiating Documents. DD Form 1300, *Report of Casualty*, issued by AFPC/DPWCS, is the official document reporting a member absent in a status covered by the Missing Persons Act. AFPC may issue a CMS to DFAS Reserve Component Indianapolis.

### 26.2.3. Reserve Component Pay Office Actions.

26.2.3.1. Within 48 hours after receiving DD Form 1300, submit all related documents in the CMS case opened by AFPC. Pay Entitlement of Members Missing, Missing in Action, Interned, and Payments to Dependents. Maintain documentation in a Management Case File.

26.2.3.1.1. Copy of missing telegram message from FSS.

26.2.3.1.2. DD Form 93.



- 26.2.3.1.3. Central Travel History Record print, with unsettled travel advances highlighted.
  - 26.2.3.1.4. Unpaid travel claims, DD Form 1351-2, showing itinerary with applicable orders. Coordinate with the Wing APC on open Government Travel Card balances, submit with CMS case.
  - 26.2.3.1.5. Any MPOs, documents, or orders authorizing a change in member's pay account (for example, start HFP, start BAH based on entitlements on AF Form 594).
  - 26.2.3.1.6. Any other information pertaining to the situation which would assist DFAS-IN in maintaining the pay account.
- 26.2.3.2. The Financial Management Designate follows up with DFAS-IN during the period the member is missing. Review case and after 12 months if member has not been reported officially as dead, imprisoned or interned, the Secretary of the Military Service concerned (or designee) then determines future entitlements.
- 26.2.3.3. Work with FSS to verify AROWS orders remain the same for pay purposes. MAJOR COMMAND may require new workdays and dollars for pay and allowances.
- 26.2.4. Reserve Component Pay Office Special Provisions.
- 26.2.4.1. Member declared dead. Reference 26.1 – Death Gratuity.
  - 26.2.4.2. Member Returned to Military Control.
    - 26.2.4.2.1. If member is returned to military control before the CMS is submitted to Defense Finance and Accounting Services, maintain Management Case File at unit level. Return copy of DD Form 93 to appropriate FSS or personnel activity.
    - 26.2.4.2.2. If CMS was submitted to DFAS-IN, FSS servicing the activity the member first reports to notifies DFAS-IN/JFLT by priority message. Upon notification that the member was returned to military control, Reserve Component Pay Office verifies the CMS case is annotated appropriately and ensures proper actions are taken by DFAS-IN. The DD Form 93 is returned to FSS. If member is to be evacuated to the United States for prolonged hospitalization or medical treatment, or is to be returned for separation or other reason, DFAS does not transfer Management Case File, but instructs or processes partial payments.
    - 26.2.4.2.3. Partial Payments. The Host Active Duty base, should process the partial and death gratuity payments. Reference AFMAN 65-116 Volume 3, Chapter 23 for procedures in processing JPBB and JPBX Electronic Funds Transfer payments.
  - 26.2.4.3. Full Settlement. DFAS sends the Reserve Component Pay Office a one-time pay authorization for arrears of pay and allowances accrued through date of return to military control or last regular payday, as appropriate.
  - 26.2.4.4. Leave Settlement. Leave accumulated while in a missing status is accounted for separately and paid as soon as possible after member is removed from missing status. The Reserve Component Pay Office uses the AF IMT 1934 to track leave earned while member is missing and maintains the form in the Management Case File. Leave accumulated while in a missing status may not be taken; however it is to be paid. Reference DOD 7000.14-R, Volume 7A, Chapter 34, para 340902.

26.2.4.5. BAH/BAH Stop. When member returns to duty, BAH stops. Members without dependents are entitled to BAH at the without-dependent rate. Members with dependents are entitled to BAH at the with-dependent rate. Payments of these allowances are authorized from the beginning of the missing status, even though there was no housing or subsistence allowance entitlement before the missing status began.

26.2.4.6. Statutory Authority. Title 37, United States Code, Sections 551-559 (37 U.S.C. §§551-559) authorize continued payment of pay and allowances for military members in a missing status.

**Chapter 27**

**RESERVED FOR FUTURE USE**

## Chapter 28

### MOBILIZATION

**28.1. Introduction.** Mobilization (activation) is an orderly transition of Reserve forces from a part-time to an active duty posture in time of national emergencies. The difference between mobilization options is related to the United States Code (U.S.C.), duration of the activation, total number of individuals being mobilized, and the types of individual being mobilized. Refer to Title 10, United States Code, Sections 12301, 12302, and 12304.

#### **28.2. TINs.**

28.2.1. Initial – 977, places a member’s MMPA in a mobilized status

28.2.2. Delete or Adjust End Date – 975, cancels mobilization

28.2.3. Demobilization – 978, terminates mobilization

28.2.4. Delete Recycles – 974, deletes a recycling 977 transactions

28.2.5. Adjusts Start Dates – 976, changes the start date (does not update DJMS)

**28.3. Supporting Documentation.** AROWS or AROWS-R activation orders and the CED orders for deployment.

28.3.1. The activation order authorizes the member to start on a tour of active duty, either in a voluntary or mobilized status, and authorizes pay and allowances (i.e. Military Personnel Appropriation or Mobilization). Activation orders are generated through the Air Force Reserve Order Writing System (AROWS). Activation orders precede the CED orders and need to be extended, by appropriate authority, if the tour of duty continues past the order expiration date.

28.3.2. The CED order, sometimes referred to as the deployment order, authorizes movement/travel, sends the member forward to the assigned Area of Responsibility and returns them back to home station at the conclusion of the tour. North Atlantic Treaty Organization (NATO) orders are generated along with the CED order when travel through a NATO country is necessary to reach the Area of Responsibility. The CED order includes specific remarks and requirements assigning each deploying member to a line number and mission requirements. CED orders are generated by Installation Personnel Readiness. **NOTE:** Activation orders and CED orders are required before deploying to the Area of Responsibility.

28.3.3. M4S orders process a TIN A24P for two years. ANG members are generally gone for 180 days. Reserve Component Pay Office processes a TIN A24P to adjust the end date to 180 days or match the date of the tour based off AROWS order end date, which provides less chance of overpayments.

#### **28.4. Substantiating Documentation.**

28.4.1. Readiness Center receives notification members are to be activated. Their system processes the CED orders and TIN A24P to initiate basic pay and partial BAH.

28.4.2. Readiness Center provides a copy of CED orders to the Reserve Component Pay Office for entitlements location once completed by the unit FMA.

28.4.3. AROWS/AROWS-R activation orders generates the correct dates for pay purposes and authorized entitlements, they do not provide a deployed location. The activation orders list the location as the home station, not the deployed location listed on the CED orders.

## **28.5. Reserve Component Pay Office Actions.**

28.5.1. Reserve Component Pay Office receives multiple notifications. Upon notification a service member(s) is mobilized, prepare an out-processing sheet for their location. List at a minimum the authorized entitlements for the duty location. See [paragraph 28.8](#) for a list of entitlements.

28.5.1.1. WebDMO Management Notice “TIN 977 IN MOBHOLD FILE UNTIL EFF DATE MATURES” posts 30-45 days before start date.

28.5.1.2. Readiness Office provided a copy of the CED order to the Reserve Component Pay Office. Reserve Component Pay Office uses the order(s) to build the entitlements briefing and build a mass deployment transaction in WebDMO.

28.5.1.2.1. Build an entitlements briefing sheet using duty location on the CED order. Include at a minimum the entitlements listed in [paragraph 28.6](#).

28.5.1.3. Brief member(s) of their entitlements; get completed forms (DD Form 1561, AF Form 594, Power of Attorney, etc.).

28.5.1.4. TIN 977 posts to member’s DJMS-RC MMPA Page 2. Using the AROWS/AROWS-R order, adjust the end date to match the order end date with an A24 (P), use the APC in DJMS-RC on MMPA Page 2. Process a D18 with “Adjusting end date against order #”.

28.5.1.5. Post TINs A31, A32, etc. for entitlements member is due at the start of the orders.

28.5.1.6. When notified that the member has arrived in country, post deployed entitlements using the proper supporting documentation referenced in the individual entitlement Chapters of this manual. Do not start entitlements unless the Reserve Component Pay Office has been notified of arrival in country. Service member should not be notifying Reserve Component Pay Offices to start their entitlements. PERSCO should be notifying the Readiness Center, who notifies the Reserve Component Pay Offices. Reserve Pay Office, receives an email from deployed Commander to start entitlements.

28.5.1.6.1. When a mass of members are deployed, build a mass transaction listing in WebDMO. It can process all individuals per one Transaction Indicator Number. For those deployed locations authorized CZTE, process TIN for a complete month, not for one (1) day.

28.5.1.7. Update the Management Case File with copies of the supporting documentation for deployed entitlements as referenced in AFMAN 65-116 Volume 3, Chapter 2.

28.5.2. If deployed members return from deployed location early, the Readiness Office processes a TIN 976 to correct the end date. If “TIN 977 CANCELLED WITH TIN 975” is on the Management Notice, Personnel Readiness Office processed an incorrect TIN 975. Reserve Component Pay Office processes a TIN A24P to adjust the end date correctly to keep member(s) from being overpaid.

28.5.3. Update Management Case File until the last transaction has posted. Reference AFMAN 65-116 Volume 3, Chapter 6 for period of maintaining a Management Case File after the last code update on a final transaction for the file.

## **28.6. Pay Entitlements.**

28.6.1. HFP. Reference AFMAN 65-116 Volume 3, Chapter 21.

28.6.2. Family Separation Pay. Reference AFMAN 65-116 Volume 3, Chapter 16.

28.6.3. CZTE. Reference AFMAN 65-116 Volume 3, Chapter 31.

28.6.4. BAH. Reference AFMAN 65-116 Volume 3, Chapter 13.

28.6.5. Special Duty Assignment Pay. Reference AFMAN 65-116 Volume 3, Chapter 20.

28.6.6. Incentive Pay. Provided by HARM monthly using CMS. Reference AFMAN 65-116 Volume 3, Chapter 18 and 19.

28.6.7. Hardship Duty Pay - Location or Mission. Reference AFMAN 65-116 Volume 3, Chapter 21.

28.6.8. BAS. Reference AFMAN 65-116 Volume 3, Chapter 12.

28.6.9. Specific Power of Attorney or General Power of Attorney.

28.6.10. Advance of Pay and Allowances. Mobilization or recall to active duty under 10 U.S.C. §§1301-12304 or 688; has reported for duty but cannot be paid their pay and allowances due within 14 days of reporting for that duty reference DOD 7000.14-R, Volume 7A, Chapter 32, Table 32-1.

28.6.11. Leave. The 60-day leave payment limitation does not apply with respect to leave accrued by a member of a Reserve Component. Reference AFMAN 65-116 Volume 3, Chapter 29 and DOD 7000.14-R, Volume 7A, Chapter 35.

28.6.12. SGLI. SGLI Premium payments are increased to the \$400,000 coverage. Member sees a monthly deduction and when the TIN A90 is posted for the month, a refund follows the tax refund for the SGLI monthly premium payment. The TIN A90 is posted prior to or by the Code 3 run for each month the member is entitled to CZTE. Reference AFMAN 65-116 Volume 3, Chapter 30 and 31.

28.6.13. ANG State Sponsored Life Insurance Program. ANG members who are enrolled in State Sponsored Group Life Insurance and mobilized on DJMS-RC continues to be enrolled during the period of mobilization. The State Sponsored Group Life Insurance deduction also continues upon demobilization. Reference AFMAN 65-116 Volume 3, Chapter 31.

## **28.7. General Mobilization Transaction Indicator Code Descriptions.**

28.7.1. TIN 977. Mobilizes ANG and Reserve members (except Individual Ready Reserve) on DJMS-RC. When TIN 977 is received, if the date of mobilization is the current date or earlier, it processes. When the TIN 977 locates a matching record, a long tour is established on the member's MMPA effective the date of mobilization. On the MMPA's pay status area, in the PAY-STATUS field, the letter "P" is inserted. In the field PAY-STAT-STR-DT, the effective date of mobilization is inserted (YYM- MDD). The field PAY-STAT-STP-DT is filled with a date two years minus one day (YYMMDD) from the date of mobilization.

Conflicting duty or training dates on the MMPA during the period of mobilization is automatically terminated and debts are created if in order. If TIN 977 has a mobilization date later than the current date but less than 30 days in the future, TIN 977 recycles until the mobilization date has been reached. If the mobilization date is more than 30 days in the future, TIN 977 rejects. Units are to monitor DJMS-RC reports as processed, recycled, and rejected transactions are shown on appropriate reports. Rejected TIN 977 transactions are shown on the Reject Listing in WebDMO.

28.7.2. TIN 976. Changes the effective date of mobilization for a member record that reflects a mobilized status or a TIN 977 that has been recycled awaiting a mature mobilization date. If TIN 977 has been submitted and the DJMS-RC MMPA shows the member in a mobilized status, TIN976 changes the starting date of the tour to either earlier or later based upon the date in the 976 transaction. The DJMS-RC MMPA PAY-STAT-STR-DT and PAY-STAT-STP-DT fields show the adjusted dates. If TIN977 has been recycled, the TIN 976 changes the appropriate date on the recycling 977 prior to processing. All appropriate adjustments to the MMPA, such as creating a debt due to a later starting date of mobilization or paying an adjustment due to an earlier beginning date, is made as a result of the processing 976.

28.7.3. TIN 975. Cancels a mobilized record effective the beginning date of mobilization. A debt is created if pay and entitlements have been paid. The pay status area on the MMPA is changed. The code "P" is removed from the field PAY-STATUS and a code "A" is inserted. In PAY-STAT-STR-DT and PAY-STAT-STP-DT fields, 000000s and 999999s are inserted respectively. The MMPA is ready to pay any new periods of active duty, UTA s, AFTPs, etc.

28.7.4. TIN 974. Cancels a matching, recycling TIN 977. No adjustments are made to the MMPA since the DJMS-RC record has not been changed to reflect a mobilized status. The TIN 974, after deleting the recycling 977, is shown on the DTL. If no matching, recycling TIN 977 is located, the TIN 974 has rejected. Process a TIN A24P to adjust the mobilization status. Reserve Pay Office establishes CMS case to request DFAS to process TIN A24P after pay office has verified with IPS that member was mobilized.

28.7.5. TIN 978. Terminates a mobilized tour on the DJMS-RC MMPA effective the ending date shown in the 978 transaction by creating a TIN A24P stop transaction. The MMPA pay status area, field PAY-STAT-STP-DT is changed to the ending date of mobilization. After the TIN A24 stop transaction processes, the MMPA can pay new periods of duty.

28.7.6. Air Force Individual Ready Reserves. Current procedures support the payment of mobilized Air Force Individual Ready Reservists (PAS97) through DJMS Active Component. Mobilization Recall System supports this process.

## **28.8. Effects of Mobilization Transactions when Member is mobilized and Paid on DJMS Active Component.**

28.8.1. General. The following information explains the effects on both DJMS-RC and DJMS-AC MMPAs when the member is mobilized. The DJMS-RC record is suspended while the member is paid through the DJMS Active Component. When the member who is being paid on DJMS-AC is demobilized, the DJMS-AC record is terminated and the ability to again make payments under DJMS-RC is restored. Current plans call for only Individual Ready Reserve (PAS97) to be paid on DJMS-AC upon their mobilization. If there is a change in policy and other categories of members are to be paid on DJMS-AC upon their mobilization, the appropriate announcement is made.

28.8.2. TIN 977. When the TIN 977 is received in DJMS-RC from CMAS, the following changes are made to the member's DJMS-RC MMPA:

28.8.2.1. Effects on Mobilization History and Pay Status Areas. In the area of Mobilization History, in the field ACTIVE- DUTY- CODE, the status "S" is inserted; in the MM PA's ACT-DTY-STR-DATE field, the date of mobilization (YYMMDD) is inserted; in the MMPA's ACT-DTY-STP-DATE field, the date "501231" is inserted. In the DJMS-RC MMPA Pay Status area, the field PAY-STATUS reflects code "A". PAY-STAT-STR-DT and PAY-STAT-STP-DT fields are filled with "000000" and "999999" respectively. Further payments on DJMS-RC are barred effective the date of mobilization until such time as the member stops receiving payments on DJMS-AC and is demobilized.

28.8.2.2. Effects of TIN 977 on DJM-AC. Upon mobilization and submission of TIN 977 to DJMS-RC for those members who are to be paid on DJMS-AC, the mobilization recall system creates and submits the following transactions to DJMS-AC: accession, LES address, taxing authority, basic allowance for quarters, FITW, SITW, FITW exemptions, electronic funds transfer information, annual leave sold, demolition pay, flight pay, parachute pay, dental pay, medical pay, veterinarian pay, optometrist pay, consolidated base personnel office and major command identifier, and SGLI, as appropriate. Refer to AFMAN 65-116, Volume 1 for further information regarding DJMS-AC MMPAs.

28.8.3. TIN 976. When the 976 is submitted to DJMS-RC for a MMPA which previously was suspended by a 977 transaction, in the Mobilization History area of the DJMS-RC MMPA, the ACT-DTY-STR-DATE field is changed to the new start date. A transaction is sent to the Mobilization Recall System for DJMS-AC to adjust the member's start date on the DJMS-AC MMPA.

28.8.4. TIN 975. When the TIN 975 is submitted to DJMS-RC, it sends a notice to Mobilization Recall System to cancel the member's mobilization on DJMS-AC. On the DJMS-RC MMPA in the Mobilization History area, the ACTIVE-DUTY-CODE "S" is removed. ACT-DTY-STR-DATE and ACT-DTY-STP-DATE fields are replaced with 000000s. There is no adjustment in the DJMS-RC MMPA Pay Status area. This action permits the payment of duty through DJMS-RC since the member's MMPA reflects the member is not mobilized nor being paid through DJMS-AC.

28.8.5. TIN 974. This transaction has no impact on a DJMS-RC MMPA which reflects a mobilization on DJMS-AC. If a 974 is submitted to DJMS-RC, it searches DJMS-RC for a recycled TIN 977. Finding none, it shows on WebDMO rejects.



28.8.6. TIN 978. When the member is demobilized and no longer paid through DJMS-AC, an E503 transaction is submitted. This places the DJMS-AC MMPA in suspended status and Mobilization Recall System flows a TIN 978 to DJMS-RC. The TIN 978 uses the date of separation from the E503 and inserts it in DJMS-RC MMPA ACT-DTY-STP-DATE. This action indicates the member is no longer receiving payments on DJMS-AC.

28.8.7. SGLI. SGLI is a separate deduction item under both DJMS-AC and DJMS-RC; therefore, an allotment method is not used to pay the premium rate under either system. For those members mobilized on DJMS-RC, there is no change in the SGLI coverage previously selected. For those members mobilized and paid through DJMS-AC, the SGLI coverage is the same as that selected under DJMS-RC. Premium payments are initiated in DJMS-AC and suspended on DJMS-RC. Premium payments on DJMS-RC are reinstated once payments cease on DJMS-AC. If a member wishes to change the level of SGLI coverage, all changes need to be initiated through the personnel office.

**28.9. Post Deployment/Mobilization Respite Absence.** Post Deployment/Mobilization Respite Absence does not apply to members activated pursuant to Title 10, United States Code, Section 12304b (10 U.S.C §12304b) except in support of Operation Enduring Freedom. Please refer to AFI 36-3003, *Military Leave Program*, for additional detailed information regarding Post Deployment/Mobilization Respite Absence. Readiness adjusts member's tour end date, Reserve Component Pay Office needs to do a TIN A24P if it rejects.

**28.10. Reserve Income Replacement Program.** An allowance payment for involuntarily mobilized National Guard and Reserve members on active duty who are experiencing an income loss between their pre-mobilization average civilian earned income and their current total military compensation as a result of extended or frequent mobilizations. DOD 7000.14-R, Volume 7A, Chapter 55 for eligibility and determination.

28.10.1. The member uses the online calculator tool available at <http://www.dod.mil/ra/> to determine potential eligibility. This tool outlines eligibility requirements and allows the member to do a precursory calculation of potential entitlement.

28.10.2. If the member appears to be eligible, the member goes to his or her servicing Personnel/Finance Office or authorizing official to complete DD Form 2919, *Reserve Income Replacement Program Eligibility Verification*, and provide his or her most recent TD Form 1040, *U.S. Individual Tax Return*, civilian W2 statement, or civilian employee pay records that indicate civilian earnings for the 12 months preceding the date of the member's mobilization.

28.10.3. The members servicing Personnel/Finance Office or authorizing official completes their portion of the DD Form 2919 and uses an automated compensation tool available at <http://www.dod.mil/ra/> to determine the Regular Military Compensation to certify the member's eligibility. The certification includes the starting month for the payments and an estimate of the Reserve Income Replacement Program amount due the member.

28.10.4. Reserve Component Pay Office generates a CMS case using the Reserve Income Replacement Program Case Type and attach the DD Form 2919 with the orders under which the member was called to active duty; request DFAS input a TIN D02 with a component of pay "IT", provide the APC and start/stop date that is effective date of the payment minus 1 year (this precludes a payment from being subject to Combat Zone Tax Exemption). Taxes are not adjusted for Reserve Income Replacement Program. Request a TIN D19 be added, "\$\$. \$\$ Reserve Income Replacement Program payment issued for MMY on MM/DD/YY" remark be submitted. Air Force cases are submitted to CMS parent box DFAS-RC, with a child box called DFAS-CR- Reserve Income Replacement Program.

28.10.5. MPO-IN receives the DD Form 2919 from their respective service Reserve Component Pay Office, validate the pay data received, and input on the DD Form 2919 any special pays and bonuses before making the payment. If the data on the DD Form 2919 do not agree with the data on the MMPA, the form is returned to the sender with the reason annotated.

28.10.6. Payroll Office will maintain a running suspense of each member due recurring payments (T-1). DFAS-IN makes Reserve Income Replacement Program payments each month unless notified by the responsible servicing Finance Office or authorizing official. Maintain for 6 years and 3 months in a Management Case File.

**Figure 28.1. Reserve Component Office Checklist for Mobilization.**

Regulation Reference	Checklist Item	TIN
	Has individual been counseled concerning their deployed location by providing entitlements for:	
DOD 7000.14-R, Volume 7A, Appendix C, para C00202.	Member has a direct deposit method of payment with a financial institution in their MMPA?	A18
DOD 7000.14-R, Volume 7A, para 010301	Basic Pay based on Rank and Time in Service?	977 or A24P
DOD 7000.14-R, Volume 7A, para 250204	Basic Allowance for Subsistence	A31 and/or C04
JTR, Chapter 10. U10428.B.	Basic Allowance for Housing (BAH) based on dependency status and JTR authorized location	A32 and/or C05
AFMAN 65-116, Volume 3, Chapter 13	Member completes a new AF Form 594 when dependency changes.	A15
DOD 7000.14-R, Volume 7A, para 270103.A.3	Members with dependents have been briefed on Family Separation Allowance entitlements and completed a DD Form 1561	A33 and/or C05
	Does member have government travel card?	N/A
	Does member have their DTS orders built to process partial travel payments?	N/A
	Has member been briefed on proper Per Diem entitlements?	N/A
JTR para. 7050	Has member been briefed on proper leave requests, accruals, and R&R processes upon return?	N/A
	Does member have / need a Specific Power of Attorney or a General Power of Attorney?	N/A
DOD 7000.14-R, Volume 7A, Table 5-7	Incentive Pay for General Dentists if the mobilization exceeds 30 days.	A
	Brief member that Persco notifies FSS Readiness who notifies Reserve Component Pay Office to start entitlements	N/A
	Persco or Deployed FMF sends arrival and departure dates	N/A
	Persco or Deployed FMF sends AF Form 1881 for Hardship Duty Pay	A34 and/or C05

## Chapter 29

### LEAVE POLICY, ACCOUNTING, AND PAYMENT

**29.1. Introduction.** Leave accounting is an integral part of DJMS-RC. Each Leave Master Record contains a record of the member's leave account for orders over 30 days which includes the active duty tour information, the number of days taken, leave departure and return dates, type of leave, leave balance, etc. Leave balances are automatically adjusted during the code 2 and 3 runs of each month. The leave balance is found in the Current Month Leave Balance entry on page 3 of the Leave Master Screen. General entitlement, leave accounting, and payments can be referenced in DOD 7000.14-R, Volume 7A, Chapters 1 and Chapter 35, AFMAN 65-116, Volume 2, AFI 36-3003, and AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*.

29.1.1. Regular Leave. Members of the Reserve Components, on active duty for 30 days or more, accrue leave at the rate of one-half (1/2) calendar day for every six (6) days on active duty in a pay status, with a maximum of two and one-half (2 1/2) calendar days for each 30 consecutive days, including allowable travel time. Members do not accrue leave for periods of duty in a non-pay status (reference Title 10, United States Code, Section 701 (10 U.S.C. §701)).

29.1.2. Advance Leave. Purpose of advance leave is to resolve emergencies or urgent personal situations when they have limited or no accrued leave. Members may not depart on leave before the unit commander approves the advance leave. See AFI 36-3003, para 6.3. When authorizing excess leave in conjunction with advance leave, leave does not accrue during the period of excess leave involved.

29.1.3. Excess Leave. Leave that cannot be accrued before end of the tour of duty. Unit commanders may approve excess leave. First Sergeants can approve excess leave when delegated authority to approve emergency leave for enlisted members (see AFI 36-3003). Excess leave is charged .5 days of base pay, BAS, and BAH for every six (6) days of excess leave used.

29.1.4. Exodus Leave. Charge leave to members attending Air Education and Training Command (AETC) formal schools that close for the Christmas and New Year's Day holidays. Do not charge leave if they perform authorized duty at the Temporary Duty Station site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, allowances prescribed in JTRs (JTR) may apply. See AFI 36-3003 and AFI 65-114, *Travel Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*. Treat Exodus leave as advance leave unless the member won't accrue enough leave before the end of their tour of duty.

29.1.5. Travel Generated Leave. Leave en-route to and from Temporary Duty Status (including Permissive Travel). Charge leave for all excess travel time (any days not included in the constructed schedule or days not categorized as permissive travel time).

29.1.6. Emergency Leave. Emergency leave is chargeable leave granted for personal or family emergencies involving the immediate family. See AFI 36-3003. See also AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave travel. See AFI 36-3020, *Family Member Travel*, for dependents who may be eligible for emergency travel allowances and member is ineligible for emergency leave. Emergency travel allowances are under the JTR, Chapters 5 and 7.

29.1.7. CZTE Earned. Member earns tax exempt leave when leave is earned while serving on active duty in a combat zone, or Qualified Hazardous Duty Area (QHDA). Members earn .5 days for every 6 days served in a combat zone or QHDA, with a maximum of 2.5 days for every 30 consecutive days. If the member serves a portion of the 30 consecutive active duty days outside a CZ or QHDA and is eligible to accrue leave, that leave is included in the tax excludable balance.

## 29.2. TINs.

29.2.1. TIN S01, Processing of Leave Taken

29.2.2. TIN S02, Processing of Paid Accrued Leave, Within Immediate Access Storage

29.2.3. TIN S03, Processing of Paid Accrued Leave, Outside Immediate Access Storage

29.2.4. TIN S04, Correction of Leave Master Record

29.2.5. TIN C11, Systematically generated from the TIN S02

## 29.3. Supporting Documents.

29.3.1. A Leave Master Record (Leave Management Record) is established when a TIN A24 has posted to DJMS-RC or on tour extensions greater than 30 consecutive days. The Leave Management Record opens during Code 2 or Code 3 pay run after the TIN A24 has posted.

29.3.2. AF IMT 988, *Leave Request/Authorization*, is the substantiating document for most leaves. Part I of the form is received by the Reserve Component Pay Office when a member requests leave. Part III is received when a member returns from leave. Member and Supervisor need to sign in the appropriate blocks of the leave request.

29.3.3. AF Form 1486, *Unit Leave Control Log*, maintained by either the ANG CSS or AFR Pay Office. Used to control the issuance of leave authorization numbers, reference AFMAN 65-116, Volume 2, Chapter 7.31.3.4.

29.3.4. AF Form 1934. The form is used to balance leave during the tour of duty on a monthly basis and to ensure the member does not accrue more than 60 days of leave carry over into another tour of duty at the end of a fiscal year. When leave balance exceeds more than 60 days, member is in a lose/use status at the end of the Fiscal Year (accumulative Leave Management Record total cannot exceed the 60 day limitation).

29.3.5. AF Form 1089, *Leave Settlement Option*. At the end of a tour of duty, the service member can take the option to sell or transfer leave to a further tour of duty. Leave is accounted for by crediting it sequentially in the chronological order in which it is accrued. Generally, when used, leave is charged with the most recently accrued leave charged first. This method is known as Last In, First Out. As an exception, CZTE leave is charged first, regardless of when it was earned. CED leave should be manually tracked when transferring to another Leave Management Record to ensure member is not charged taxes when they use CZTE leave.

29.3.6. UH022-0638 (B), Leave Master Records for Review for Carryover by Personnel Accounting Symbol, (see Figure 29.11), used by the Reserve Component Pay Office to reconcile open Leave Management Records. A new report is available following Code 3. The FR638B report is used for two reasons. Use this report to reconcile open Leave Management Records when member's tour of duty has ended. Reconcile Leave Management Records to close all Leave Management Records either by selling or transferring to current Leave Management Records.

29.3.7. AF Form 985, *Report of Travel Time/Leave (JUMPS)*, for travel generated leave, for bases using Reserve Travel System, is prepared by the Travel Section in conjunction with the travel settlement voucher.

29.3.8. DTS Leave MIS Report. DTS MIS Reports. Reports are available in DTS for members who are Temporary Duty Status and took leave during their temporary tour of duty.

29.3.9. Retention of the Daily Register of Transactions. DROT's are retained at the military pay subject matter areas for 6 months after the end of the month in which the Daily Register of Transactions was created per Air Force Records Disposition Schedule. The Reserve Component Pay Office subject matter areas (travel, etc.) are not considered unit input sources for Daily Register of Transactions retention Reserve Pay Office.

#### **29.4. Substantiating Documentation.**

29.4.1. The member completes the AF Form 988, and forwards it to his/her supervisor at the time of the leave request. If leave is approved, the leave form is provided to the applicable AFR payroll office or ANG Force Support Staff by the supervisor to obtain a Leave Authorization control number. (Individual Mobilization Augmentees need to contact their designated Reserve Pay Office.).

29.4.2. The AFR Pay Office or the ANG FSS issues a "Leave Authorization" control number from the AF Form 1486 (a computer generated log can be used, providing it replicates the AF Form 1486 completely). The person issuing leave should be aware of any outstanding leave documents and should not issue a leave number until all outstanding leave has been submitted. The FSS needs to keep prompt and accurate records of leave.

29.4.3. AF Form 988 Part I is given to the Reserve Component Pay Office, Part II is given to the member, and Part III goes back with the supervisor.

29.4.4. AF Form 988 Part III is provided to the AFR Reserve Component Pay Office or ANG FSS on the next workday following member's return from leave with member and supervisor signatures.

29.4.5. AF Form 985 is completed by the travel section. They complete the form, provide the original to the member, attach a copy to the DD Form 1351-2 and submit a copy of the DD Form 1351-2 and AF Form 985 to the Reserve Component Pay Office for processing.

29.4.6. Non-Duty Hours Emergency Leave Control. Reserve Component Pay Office establishes local procedures for preparation and control of AF IMT 988, Leave Request/Authorization, when member departs during non-duty hours. Procedures provide for approval of AF IMT 988 by the commander, designated representative, or the duty officer in a consolidated 24 hour function (OD, SDO, command post, etc.). Administrative control procedures are established to make certain the AF IMT 988 is sent to the member's commander or supervisor and ultimately to the Reserve Component Pay Office. A document control log may be required, otherwise use the AF Form 1486 to receive an assigned leave number from ANG CSS or AFR Pay Office.

29.4.7. RC members may carry over leave earned during an active duty tour for use during a future active duty tour. RC members are not required to use, sell or lose their earned leave at the end of an active duty tour. Carryover leave usage is not restricted to the next tour and may be used on future/subsequent active duty tours. While members are authorized to carry leave forward, members should remember that leave should be taken when earned unless circumstances do not afford that opportunity.

29.4.7.1. Commanders should strongly encourage members to take leave during the tour in which the leave was earned as there is no guarantee that leave carried forward can be used due to unforeseen mission requirements. AF Form 1089, in Figure 29.5, is used to support future transactions of the leave accrued. If the gaining commander approves, the carryover leave days are included as part of the overall tour length and carryover leave is taken during that tour. Example: Reserve Component member agrees to a 60-day contingency tour and asks to use 10 days of carryover leave. Commander approves an overall 70-day tour length that includes authorized travel, duty time, five (5) days accrued on the tour is accounted for in the 60 days of tour and the 10 days of carryover leave added to the tour. This rule does not apply to a member on a Statutory Tour or Title 32 member. If the request that led to approved leave is withdrawn by the member, or the commander cancels previously approved carryover leave, the unused carryover leave is credited back to the member's leave balance and tour length adjusted. A member has to be on an active duty long tour to use leave carryover from a previous tour and is not placed on an active order for the sole purpose of taking carried over leave.

29.4.7.2. Members who wish to take leave carryover during a projected tour coordinate with and gain approval from the gaining unit commander prior to starting the tour. Leave is taken within the parameters of the order for which approved and the leave is charged to that specific order and appropriation. It is within the gaining commander's purview to approve, disapprove or cancel leave if mission requirements or circumstances dictate, i.e. disciplinary actions. Refer to AFI 36-3003 and AFI 36-2619 for any and all RC leave determinations.

29.4.8. Exodus, Excess, or Advance Leave. When a member is on leave from school or requires advance leave, the Reserve Component Pay Office puts the approved leave request in the member's Management Case File with a suspense date to process the S01 when member has earned enough leave. To ensure the leave is not missed, properly document the AF IMT 1934 at the time the AF IMT 988 is received with the leave dates and number requested.

29.4.8.1. Unless member does not earn enough leave during the current tour of duty that leave was requested for, member is considered in Advance Leave status for Exodus Leave. If member's orders are amended to shorten the tour of duty and leave earned is not enough to cover the AF IMT 988 dates, process the S01 upon notification of tour of duty amendment. This places member in Excess Leave status while on orders.

29.4.8.2. Process Exodus or Advance leave when member has earned enough, do not wait until member separates from current orders, suspense the AF IMT 988 in the Management Case File with a date to process the S01.

## **29.5. Reserve Component Pay Office Actions.**

### **29.5.1. Charging Leave (S01).**

29.5.1.1. AF IMT 988, Part I. Review member's DJMS-RC MMPA Page 8 or 9 to verify member has "50"s reflecting on the calendar. This ensures member performed the duty before posting a leave request and causing undue complications. When "50"s are not posted, verify member has orders for the period of the leave request.

29.5.1.2. AF Form 985. Review member's Leave Management Record to verify leave had not been charged for the chargeable dates on the form. When leave has already been charged, return the leave request to travel and provide the leave number used. Put a copy in the Leave Management Case File.

29.5.1.3. Post S01 TIN to charge member leave when "50"s have posted to the calendar for the period of leave. Suspense AF IMT 988 until the "50"s post, then process the TIN S01 to charge leave the next day.

29.5.1.4. AF IMT 988 and AF 985 are the substantiating documents for leave data entered on the MMPA. Part I and AF 985 are attached to the document transmittal list (DTL).

### **29.5.2. Correcting Leave (TIN S04).**

29.5.2.1. Review AF IMT 988, Part III for changes to current leave taken.

29.5.2.1.1. If it is later discovered that the member never took the leave, input another S01 transaction with a leave adjustment indicator of "C" and cancel the leave taken that was previously reported. This causes the Leave Management Record to be systematically recalculated at the next coded update, and thereafter the new leave balances are viewable.

29.5.2.1.2. Correction to the start or stop date. Process a S01 transaction with an adjustment indicator of 'Y' and change the period of leave taken.

29.5.2.2. Part III is attached to the document transmittal list. A copy is placed in the Management Case File with the AF Form 1934.

### **29.5.3. Maintaining Leave.**

29.5.3.1. Update the AF Form 1934 to record leave dates and leave number. File a copy of the AF Form 988, Part III in the Leave Management Case File, with the AF Form 1934.



29.5.3.2. At the end of each long tour of duty, member turns in an AF Form 1089 to the Reserve Component Payroll Office to complete a Leave Settlement review. When completed, the Reserve Component Pay Office suspense leave carry forward totals in an Management Case File until member starts another active duty long tour, ensuring all leave taken and/or sold is posted correctly to the closed Leave Management Record. Review AFI 36-2619, para 3.3 before transferring member's leave into a new Leave Management Record to ensure the orders follow the proper procedures.

29.5.3.3. By 30 Aug of each year reconcile the FR638B against each AF Form 1934. When a service member has multiple open Leave Master Records, determine if they are within the maximum authorized leave carry-over balance. Reference example below. Members are authorized 60 days leave carry-over effective 30 September of each year. Any days over 60 need to be decreased manually from their Leave Management Record (this is a combined total of all open Leave Master Records for one service member). The same policies apply to AF Reserve Component members that apply to active duty members in a use or lose status. **EXAMPLE 1:** Reviewing the FR638B, SSgt Doe has two open Leave Master Records. First (1st) Prior has 82.5 days of leave. Current Tour Leave Management Record has 3.5 days of leave. Carry forward leave authorized 75 days up until 30 Sep 14. Member has 86 days of leave. Reserve Component Pay Office needs to do a DD Form 114 with an S04N adjustment to reduce leave balance by 7.5 days for 1st Prior Leave Management Record leaving 75 days. When additional leave is earned during Fiscal Year 15, member loses 18.5 days of leave. Reserve Component Pay Office submits an S04N for 1st Prior to reflect 56.5 days of leave (Current is 82.5-7.5 (carryover FY15) equals 75 days; 75 days 1st Prior – 3.5 days Current equals 71.5 days. 71.5 days minus the 60 day carryover limitation for 30 Sep 15 equals a reduction of 11.5 days on the S04P come 1 Oct 15. Sell back rules apply when on active duty orders in [paragraph 29.5.5.1](#).

**Figure 29.1. Leave Reconcile.**

PAS	SSN	NAME	PASCODE
Z1	000-00-0000	DOE JONATHAN T	Z11LFMB5
		CURRENT TOUR	1ST PRIOR
		TOUR START DATE	20150114 20080225
		TOUR STOP DATE	20150223 20140929
		LEAVE BALANCE	3.5 82.5
		COMBAT ZONE BALANCE	0.0 2.5
		APC	Z1S1HQ 30111L

#### 29.5.4. Transferring Leave (S04).

29.5.4.1. Each carryover is rolled into the current/subsequent tour of duty. This transaction is used to make corrections to the Leave Master Record, and needs to be treated as an 'overlay' item. Overlay for leave is where the system identifies an amount of leave added to the Leave Management Record. Ensure careful procedures are in place when adjusting member's Leave Master Records.

29.5.4.2. DJMS-RC Leave Management Record process. Member earns leave during a current tour, the Leave Balance is adjusted as the “50”s are posted to the member’s calendar during Code runs. When a TIN S04P is done to add leave under the “BF ADJ” the “BF Leave” is increased and the “Leave BAL” is increased. When a member takes leave, the system reduces the “Leave BAL”, which is actually reducing the “Leave End” balance because the “BF Adjusted” is only considered an “overlay”.

29.5.4.3. Pay Office receives the new Active Duty order, pulls the last AF Form 1934 and last UH022-638(B), Leave Master Records for Review for Carryover by PAS code, report (ASG-Report Web FR 638B). Check for any AF Form 988s not posted to the Leave Master Records on the report. Ensure balances are correct before moving Leave Management Record balances to ensure no additional changes need to be made.

**Figure 29.2. Leave Management Record Balance.**

PAS	SSN	NAME	PASCODE		
Z1	000-00-0000	DOE JONATHAN T	Z11LFMB5		
			CURRENT TOUR	1ST PRIOR	2ND PRIOR
		TOUR START DATE	20150501	20150114	20080225
		TOUR STOP DATE	20150930	20150223	20140929
		LEAVE BALANCE	1.5	3.5	50.0
		COMBAT ZONE BALANCE	0.0	0.0	2.5
		APC	30111L	Z1S1HQ	30111L

29.5.4.4. First time carrying leave forward, complete a DD Form 114 to process the following transactions, using the AF Form 1934 packet as supporting documentation:

29.5.4.4.1. TIN S04-N to close the 2nd PRIOR Leave Management Record and reduce the leave balance to zero. There are two (2) TIN S04-Ns, 2nd PRIOR and 1st PRIOR Leave Master Records. TIN S04-N for 50 days, 20140929 and TIN S04-N for 3.5 days, 20150223.

29.5.4.4.2. Combine the balances of 53.5 days into one S04-P to increase the Current Leave Management Record (20150930 Tour Stop Date). Adjustment only allows for a maximum of 60 days of leave to bring forward due to the 60-day leave carry forward rule. Process the S04-P for 60 days and submit a CMS case for balances greater than 60 days (the Fiscal Year limitation rules apply at the end of the Fiscal Year). Example: Balance is 75. Submit S04-P for 60 days, CMS to DFAS-IN to add additional 15 days to member’s “BF Adj” balance. Support the request with the AF IMT 1934 and DD Form 114.

29.5.4.4.3. D18 & D19 to post memo transactions to member’s record and LES. “Leave was reduced on Leave Management Record YYMMDD and added to Leave Management Record YYMMDD for XX days.”

29.5.4.4.4. After code run, member’s Leave Management Record reflects a “BF Leave” and “BF ADJ” balance of 53.5 days. The “Leave BAL” is increased by the 53.5 days.

29.5.4.5. Start a new AF Form 1934, under the column Documents, put “Carry Forward Leave”. Show the Leave Management Record(s) Tour Stop Date as Period of Active Duty. The balance of leave carried forward is added to the column Leave Accrued.

29.5.4.6. Member’s tour of duty was amended to end on 31 Aug 15, instead of 30 Sep 2015. Leave Management Record “Leave Bal” of 61.5 days, with 2 days of leave taken during the tour. Member completes the AF Form 1089 to keep the leave for another tour of duty. The system charges the “Current Leave” balance first anytime a TIN S01 is processed. The BF ADJ balance is charged second. When member has combat zone leave charged, submit a CMS to DFAS-IN to adjust taxes if it is leave under the “BF ADJ” balance. Support the CMS with the AF Form 1934 that is tracking the leave transferred in, the orders the CED leave was earned on, and the AF Form 988 that leave was charged. Ensure to identify the amount of days for CED leave. In this example, the member had 2.5 days of CED carried forward. The Reserve Component Pay Office would submit a CMS to have the taxes refunded for the 2 days of leave taken. On the AF IMT 1934, reduce the CED Balance to .5 days, reference [paragraph 29.5.4.2](#)

29.5.4.7. Same member from a-d. The member received Active Duty orders with a start date of 1 Oct 2015. The Reserve Component Pay Office does an S04-P for zero (0) days to clear the “BF Adj” and a TIN S04-N to reduce eight (8) days on the “Leave Bal” on the tour end date of 31 Aug 15. On the AF Form 1934, member loses 1.5 days of leave due to the “60-day Carryover Limitation” Law. Submit an S04-P to increase the New Leave Management Record “BF ADJ” by 60 days with a D18 & D19 to post memo transactions to member’s record and LES. “Leave was reduced on Leave Management Record YYMMDD and added to Leave Management Record YYMMDD for XX days, due to Lose/Use Limitation, member lost 1.5 days”

29.5.4.8. CED leave needs to be tracked when carry forward leave is used. It is the first leave to be used when a member takes leave until it is reduced to zero. The other item to be aware of is that this leave is also tax adjustable. Reserve Pay Offices create a CMS case with DFAS to credit back the member’s taxes withheld during the periods when carryover CED leave is used.

29.5.5. Special Leave Accrual provides certain leave earned to be carried over.

29.5.5.1. Service members who serve on active duty for a continuous period of 120 days in an area in which they are entitled to special pay (CED, HFP, IDP) may accumulate up to 120 days of Special Accrual Leave at the end of the fiscal year.

29.5.5.2. Those members assigned in support of a contingency operation are authorized to accumulate leave in excess of 60 days (temporarily extended to 75 days from Oct 1, 2008 to Sep 30, 2015).

29.5.5.3. Both [paragraphs 29.5.5.1](#) and [29.5.5.2](#) above are authorized to be retained up to 120 days until the end of the second fiscal year following the fiscal year in which the duty assignment in support of a contingency operation is terminated.

29.5.6. Selling Leave (TIN S02 Inside Immediate Access Storage and/or TIN S03 Outside Immediate Access Storage).

29.5.6.1. When a member has a leave balance at the end of the tour and does not elect to carry it forward, it is sold. U.S. Code, Department of Defense Instruction & DOD 7000.14-R states that an unused leave balance is sold unless a reserve component member "elects" to carry forward. Member completes the AF Form 1089, at the end of their tour to determine their election.

29.5.6.2. Leave is accounted for by crediting it sequentially in the chronological order in which it is accrued. Generally, when used, leave is charged with the most recently accrued leave charged first. This method is known as Last In, First Out. As an exception, CED leave is charged first, regardless of when it was earned.

29.5.6.3. CED leave is considered First In/First Out when member elects to carry forward leave.

29.5.6.4. Any service member who is discharged under "other than honorable conditions" forfeits all accrued leave. AFI 36-3003 provides for the forfeiture of all accrued leave of those service members who are discharged before completing 6 months of active service because of failure to serve satisfactorily.

29.5.6.5. Process a TIN S03 for leave that should have been sold back when outside of Immediate Access Storage. Reconcile the AF IMT 1934 against ReportWeb FR400 MMPA for any C11 TIN posted. You want to ensure member was not paid for the leave before processing an S03 TIN. Use all documents reviewed as your supporting documentation for the DD Form 114.

#### 29.5.7. Reading the Leave Master Record on the Military Pay Account.

29.5.7.1. For each member who has performed 30 or more consecutive days of active duty, a Leave Master Record is generated reflecting the amount of leave that has been, or is to be, accrued through the last day of the active duty period. The Leave Management Record also contains the periods of leave that were taken by the member, leave days lost, combat zone leave, and the periods of active duty (accounting periods) covered by this Leave Management Record.

29.5.7.2. The Leave Master Record contains all leave that has been accrued, taken, used or lost for a member. The Leave Management Record also contains the information on the consecutive periods of active duty that constitutes that specific Leave Management Record. The Leave Management Record computes the leave balances for the tours automatically on each code 2 (mid-month) and code 3 (end of month) update. The leave balances are not automatically updated on any other update. The input of a leave transaction (S01, S02, S03 and S04) causes the Leave Management Record to recalculate on any coded update, code 1, 2 or 3, but not on a daily. The member can have up to 10 Leave Management Record records. Periods of continuous active duty defines the separate Leave Management Record records.

29.5.7.2.1. Using the above examples, if there are three (3) separate tours, but no break in-between:

29.5.7.2.1.1. Tour - 141001-141116 (TIN A24)

29.5.7.2.1.2. Tour - 141117-141125 (TIN C01)

29.5.7.2.1.3. Tour - 141126-150219 (TIN A24)

29.5.7.2.1.4. **Note:** The (one) Leave Management Record reflects a TOUR START date of 141001 and a TOUR STOP date of 150219.

29.5.7.2.2. If there were three (3) separate tours, that have breaks between the tours:

29.5.7.2.2.1. Tour - 141001-141116 (TIN A24)

29.5.7.2.2.2. Tour - 141117-141118 (TIN B11)

29.5.7.2.2.3. Tour - 141119-141127 (TIN C01)

29.5.7.2.2.4. Tour - 141128-141215 (no pay)

29.5.7.2.2.5. Tour - 141216-150219 (TIN A24)

29.5.7.2.2.6. **Note:** Two Leave Master Records are created, one with a TOUR START date of 141001, and TOUR STOP date of 141116. The second Leave Management Record reflects a TOUR START date of 141216, and a TOUR STOP date of 150219. There won't be a Leave Management Record for the TIN C01 since total days are less than 30, and is not in conjunction with the tours before or after it. B11s are Inactive Duty and leave is not earned during this type of payment.

29.5.7.3. DJMS-RC Leave Master Inquiry Selection screen displays the Leave Tour Start Date and the History Flag. History Flag codes are:

29.5.7.3.1. Space = Current open Leave Management Record

29.5.7.3.2. M = Created from Management Notice

29.5.7.3.3. P = Previous Leave Management Record

29.5.7.3.4. R = Prior Fiscal Year

29.5.7.3.5. Y = Outside of Immediate Access Storage. Reserve Pay Office cannot do anything with this. Can only process leave within 11 month structure.)

29.5.7.4. DJMS-RC LEAVE MASTER MENU. Displayed below is the DJMS-RC Leave Management Record Menu. Select the open Leave Management Record date.

29.5.7.4.1. 1 – Active Duty Tour Info

29.5.7.4.2. 2- Leave Taken

29.5.7.4.3. 3- Current Month Leave Balance

29.5.7.4.4. 4 – Periods of Active Duty

29.5.7.4.5. 5 – Combat Zone Leave Accrual

29.5.7.4.6. 6 – Leave Sold Information

29.5.7.4.7. P – Print Leave Master Record

29.5.7.4.8. X - Exit

**Table 29.1. S01- REPORTING LEAVE TAKEN for DJMS-RC Processed Transaction Line Review.**

	TITLE/DATA NAME	DESCRIPTION
	DATE-START-LEAVE	Must be zeros Use valid date YYYYMMDD format
	DATE-STOP-LEAVE	YYYYMMDD format and must be < DATE-START-LEAVE
	MIL-LEAVE-TYPE	Must = A,B,D,E,F,H,K,L,P,R or T C or Y, must be space
	LEAVE-AREA	Must = 1, 2, or 3 C or Y, must be zero
	LEAVE-AUTHORIZATION- NUMBER	Must be alpha/numeric (central site is alpha/alpha) Must be numeric and > or = zero
	LEAVE-ADJUSTMENT- INDICATOR	Must = N, Y or C
	ORIGINAL-DATE-START- LEAVE	N, must be zero Must be valid date YYYYMMDD, and within Immediate Access Storage
	ORIGINAL-DATE-STOP-LEAVE	Must be zero Must be valid date YYYYMMDD and > or = to ORIGINAL DATE START LEAVE, and within Immediate Access Storage

**Table 29.2. S02 – Authorization For Leave Payment DJMS-RC Processed Transaction Line.**

	TITLE/DATA NAME	EDIT CRITERIA
	STOP-TOUR-DATE	Must be valid date YYYYMMDD Must be < or = to current date within Immediate Access Storage
	APPROPRIATION Fiscal Year DESIGNATION	Must be numeric Must be last digit of current or prior fiscal year based on Fiscal year of 'STOP-TOUR-DATE'
	TYPE-OF-PAYMENT	Must be S or F
	SETTLEMENT CODE	Must be 1, 2, 3 or 4
	DAY-OF-LEAVE-TO-PAY	F, must be zero S, must be numeric and < or = 300 must be 0 or 5
	CONTINGENCY OPERATION IND	Must be space or X
	FILLER	N/A
	PERSONNEL Active Component COUNTING-SYMBOL	
	STATE-PGMA	
<p><b>TYPE-OF-PAYMENT:</b> S – Supplemental; Must match 'TOUR STOP DATE' on Leave Management Record. Must not be last chronological tour stop date entry. F – Final; Must match 'TOUR STOP DATE' on Leave Management Record. Must be last chronological tour stop date entry.</p> <p><b>SETTLEMENT CODE:</b> 1 - The member received a cash settlement for all or part of the leave accrued during the continuous period of active duty. 2 - The member used all the leave accrued during this tour. 3 - The member's unused leave was carried forward to the DJMS-AC system. 4 - The member lost the leave days accrued (Did not take any leave during this tour and had previously been paid the 60-day maximum for his/her career).</p> <p><b>BROUGHT-FORWARD-ADJ-INDICATOR:</b> P = Positive N = Negative</p> <p><b>ACTION INDICATOR:</b> 1 = Brought forward field is being adjusted 2 or 3 = Leave days lost or sold are being adjusted 4 = Combat zone leave used for a month is being adjusted 5 = Combat zone leave sold is being adjusted</p>		

## Chapter 30

### WITHHOLDING OF INCOME TAX

**30.1. Introduction.** The Air Force, as an employer, is required by DOD 7000.14-R, Volume 7A, Chapters 44 and 45, to withhold and report SSN, Medicare, Federal and State taxable wages to the Internal Revenue Service, SSN Administration, and State taxing authorities on a routine basis for each employee (member).

#### **30.2. Definition.**

30.2.1. Federal Income Tax (FITW). Air Force members pay Federal income taxes on their basic pay, proficiency pay, and other special pay. The appropriate amount is automatically withheld from each paycheck.

30.2.2. State Income Tax. Air Force members pay state income tax only to the state of their legal residence, regardless of where they are stationed. For most states, the appropriate amount is automatically withheld from each paycheck. Non-military income is taxable in the state in which it is earned. Because state laws are varied and complicated, the Legal Office should be consulted for specific questions.

30.2.3. Locality Tax. A tax assessed and levied by a local authority such as a county or municipality. The Federal Government is not required to withhold county, municipality, or locality tax.

30.2.4. SSN Tax. Only basic pay is taxable for SSN and the appropriate amount is automatically withheld from each paycheck. Each member is responsible to have a SSN upon enlistment.

30.2.5. Medicare Tax. Only basic pay is taxable for Medicare and the appropriate amount is automatically withheld from each paycheck.

30.2.6. Combat Zone (CZ). A CZ is any area designated by Executive Order as an area in which Armed Forces of the United States are, or have, engaged in combat. Service is performed in a combat zone only if performed on or after the date designated by the Executive Order as the date of the commencing of combat activities, and on or before the termination date in designated zone. DOD 7000.14-R, Volume 7A, Chapter 44, contains the areas currently considered Combat Zone. A CZ does not require the Hostile Fire/IDP entitlement to receive CED.

#### **30.3. TINs.**

30.3.1. TIN A17, FITW/SITW

30.3.2. TIN A90, Combat Zone Tax Exclusion (CZTE)



### **30.4. Substantiating Documentation.**

30.4.1. TD Form W-4. The Reserve Component Pay Office provides the member a TD Form W-4 to accomplish during in-processing. The member submits a new TD Form W-4 when their tax status changes. This copy is maintained in a Management Case File, a copy is retained with the DTL and a copy is provided to the member. When member submits a manual TD Form W-4 to the Reserve Component Pay Office, this is maintained in the Management Case File. Members can update their FITW once a myPay account is established.

30.4.2. DD Form 2058. Members declare a state of legal residency upon in-processing by using the DD Form 2058. This form is also used to change a member's state of legal residence. The DD Form 2058 is to be completed in triplicate. The original is saved with the DTL, a copy is maintained in a Management Case File, and a copy is provided to the member.

30.4.3. State Withholding Allowance Certificate. Individual States may require a separate withholding form to be completed by a service member that corresponds to the Internal Revenue Service Form W-4. See Figure 30.1 for which States have their own W-4 and/or W-5 forms to be completed in addition to the DD Form 2058 and Internal Revenue Service W-4. Upon receipt of the DD Form 2058, the Reserve Component Pay Office determines if the State of Legal Residence on the form has a separate W-4 or W-5 requirement. The Reserve Component Pay Office provides the member the State Certificate of Withholding, when one is required. Copies are maintained in a Management Case File, a copy is retained with the DTL and a copy is provided to the member. When the member submits a manual TD Form W-4 to the Reserve Component Pay Office, this is maintained in the Management Case File. Once the member has access to myPay, adjustments can be made online to their tax status.

30.4.4. DD Form 2058-2, *Native American State Income Tax Withholding Exemption Certificate*. SITW exemption for Native American military members. The Servicemembers' Civil Relief Act prohibits states from taxing the military compensation of a Native American service member who claims a tribal reservation as his/her residence and who earns military compensation off the reservation by virtue of compliance with military orders. In order to comply with the law, the member needs to be able to claim as his/her state of legal residence/domicile, a federally recognized tribal reservation or Indian country. In addition, the member needs to be an enrolled member of that federally recognized Native American tribe. Process the amended document in accordance with the requirements in this Chapter. Withholding stops in the processing month that the Reserve Component Pay Office submits the A17 change to exemption status due to member no longer called to duty.

30.4.5. Member's orders authorizing the member to enter the QHDA (which is authorized HFP/IDP), or a CZ.

30.4.6. DD Form 114 to support future months of the TIN A90 input.

30.4.7. UH022-0777, Combat Zone Tax/Wage exemption Report. Used to reconcile individual TIN A90 by verifying the correct months are posting.

### **30.5. Reserve Component Pay Office Actions.**

30.5.1. New Service Members. During In-Processing, provide the service member the current calendar year Form W-4, DD Form 2058, and Individual State Withholding Exemption Certificate to complete.

30.5.1.1. Using the Form W-4, DD Form 2058, and Individual State Withholding Exemption Certificate, process a TIN A06 with a TIN A17 for Individual State Tax-Exemptions that differ from the Form W-4 (see Figure 30.4 for WebDMO TIN A17).

30.5.1.2. File one copy of tax forms in the member's Management Case File, one set of tax forms with the DTL, and provide member with a copy of the tax forms.

30.5.2. Service members with a DJMS-RC MMPA can update their tax status using myPay without contacting the Reserve Component Pay Office for adjustments.

30.5.3. Change in Marital Status or Number of Allowances. Recommend member update changes in myPay. If member submits a TD Form W4 to the Reserve Pay Office /FM office to start, stop, or change an additional FITW or SITW amount, the pay office submits a TIN A17 transaction.

30.5.3.1. If the member is now claiming a different marital status, input an A17 TIN to update the MMPA.

30.5.3.2. If the member changes the number of allowances, input an A17 TIN.

30.5.4. Additional Withholding. Recommend member update changes in myPay. If member submits a TD Form W4 to the Reserve Pay Office to start, stop, or change an additional FITW or SITW amount, the pay office submits a TIN A17 transaction.

30.5.4.1. Additional Withholding is a daily rate rather than monthly. Reserve members are paid four periods, equivalent to four days base and incentive pay, in one full UTA weekend. For example, if a member would like \$48 additional withholding monthly and is only working one UTA weekend a month, the daily rate would be \$12. (One complete UTA weekend is four periods of duty.) This rate would have to be adjusted any time additional duty is performed, i.e., member on orders or performing an RMP. Reserve Pay Office should ALWAYS advise member that this is a daily rate based upon all future taxable payments."

30.5.4.2. Member has to indicate 0 (zero) exemptions on the TD Form W-4 in order to claim additional amounts (26 U.S.C. 3402(a)).

30.5.4.3. To stop the additional FITW or STIW amount, input the TIN A17 and zero-fill additional options after the form has been completed by the member. Member can update using myPay.

30.5.5. Exemption from Withholding. When a member submits a Form W-4 claiming exemption from withholding, advise the member that there has to have been no tax liability in the previous year and the member anticipates none in the current year.

30.5.5.1. A Form W-4 for exemption from withholding is only valid for the calendar year in which it is submitted. If a member wants to continue the exempt status in the next year, a new Form W-4 need to be submitted by 15 February of the next calendar year.

30.5.5.2. If, during the year, a member determines that there is no tax liability in the current year, a new TD Form W-4 claiming a valid election and number of exemptions is to be submitted.

30.5.5.3. If the member determines that there is a tax liability in the next year, a new Form W-4 needs to be submitted by 1 December of the current year to be effective on 1 January of the New Year.

30.5.5.4. To exempt member's wages, process a TIN A17 with a value of "80" in the 'FITW Exemption' field.

30.5.5.5. Submission of Forms W-4 to Internal Revenue Service. DFAS-IN is required to submit Forms W-4 data to the Internal Revenue Service when:

30.5.5.5.1. The employee claims more than 10 withholding allowances, or

30.5.5.5.2. The employee claims total exemption from withholding due to no tax liability.

30.5.6. Change in State of Legal Residence. Due to erroneous codes on the MMPA, refunds of state taxes are not issued. Forward Refund Claims to: **DFAS-IN MILITARY PAY, OPERATIONS RESERVE COMPONENT PROCESSING SECTION, ATTN: DFAS-PMTCA/IN, 8899 East 56TH Street, Indianapolis, Indiana 46249-0801** for review and resolution. Appropriate supporting documentation is needed. Documentation is the DD Form 2058 that was used to support the input on the MMPA.

### 30.6. Combat Zone.

30.6.1. A Combat Zone (CZ) does not require the HFP/IDP entitlement to receive CZTE. Per DOD 7000.14-R, Volume 7A, Chapter 44, a member is entitled to CZTE for any month during any part in which:

30.6.1.1. The member performs active service in an area designated by executive order as a CZ, or

30.6.1.2. Provides direct support of military operations in a CZ, and is entitled to HFP/HDIP, or

30.6.1.3. Performs active service with entitlement to HFP/IDP in a QHDA, or

30.6.1.4. Provides direct support of operations in the QHDA through active service performed in a HFP/IDP designated area outside QHDA (i.e., a member maintaining airplanes, in a HFP/IDP designated area, that are being flown over the QHDA in support of Operation Joint Endeavor). (Reference DOD 7000.14-R, Volume 7A, Chapter 10 for QHDA).

30.6.1.5. Service member's and unit commanders, may not self-certify their entitlement to the tax relief. Requests need to be processed through the appropriate chain of command.

30.6.1.6. The exclusion amount for an officer is limited to an amount equal to the monthly basic pay of the highest ranking enlisted member, plus HFP/IDP if applicable. DJMS Table 074 contains the amounts applicable for each year. Additionally, officers can only have excluded that portion of a bonus that is between the monthly pay and the exclusion limit (cap). Example: An officer has regular taxable wages for May 07 of \$4,000 and an ACP bonus of \$100,000, with the first \$50,000 due 1 May 07. This member is entitled to CZTE and IDP for the month of May 07. The exclusion for this member is limited to \$6,687.60 for the month of May and future installments on the ACP bonus remain taxable, regardless of whether paid during a month in which the member is present in the CZ. There is no exclusion limit for enlisted members. **Note:** Prior to November 22, 1995, the maximum amount excludable for officers was \$500.00.

### 30.6.2. Reserve Component Pay Office Actions.

30.6.2.1. For Enlisted Members and Officers, the member's orders authorizing the member to enter a CZ authorizes the TIN A90. Review DJMS JWMM, Table 154 or DOD 7000.14-R, Volume 7A, Chapter 44 for designated areas. The TIN A90 is used to report tax exclusions for current year taxes only.

30.6.2.2. DJMS-RC does not allow the Reserve Component Pay Office to process Transaction Indicator Code A90 beyond the current month. The Reserve Component Pay Office generates a DD Form 114 for each month the member is entitled to CZTE. The DD Form 114 is suspended in a Management Case File to be used for the A90 TIN. The Reserve Pay Office certifies the DD Form 114.

30.6.2.3. Process TIN A90 for a full month (1-30) regardless of the number of days the member is in country at the first notification of arrival in country. TAX REFUNDS. If the TIN A90 is processed by the Code 3 for the month, member's taxes are refunded with next LES after the Code 3. If the TIN A90 is not processed until after the Code 3 for the current month, member's taxes are not refunded until after the Code 3 for the following month. For the month of December, if the A90 is not processed by the Code 3, the taxes are not refunded in the current year. If no CMS Case is auto-generated, the Reserve Pay Office establishes a CMS Case to request DFAS process the TIN A90 for tax refund and request corrected w2 for member. Case needs supporting documents attached (copy of rejected TIN A90, member's orders, travel voucher, Julian Dates that HFP was processed). Case needs supporting documents attached (copy of rejected TIN A90, member's orders, travel voucher, Julian Dates that HFP was processed).

30.6.2.4. Limit the TIN A90 stop date to the current pay run date. Example: If the member is in the combat zone from 1 April through 20 May of the current year (and it is now April), post one A90 for the month of April on/by the April Code 3 Run. The A90 for May CED is not posted until the month of May and needs to be posted by Code 3 Run. It is highly recommended that the Reserve Pay Office not wait until the Code 3 Run to post the TIN A90. The transaction can be posted anytime during the month the member is eligible for the tax relief.

30.6.2.5. Bonus Payments while in a CZTE Area. Reenlistment Contracts, Bonus Entitlement and/or Disability Entitlement While Serving in a CZ. Send a CMS to DFAS-IN to the DFAS Reserve Component box if member's taxes are not refunded automatically and reflected on the LES. **NOTE:** CMS includes: MEMBER'S SSN, NAME, COMBAT ZONE CODE, COMBAT ZONE START and STOP DATES, TYPE AND AMOUNT OF PAYMENT, and clearly state the reason the account requires review and include the reenlistment contract as part of the supporting documentation. In addition, a date the TIN A90 was submitted. Tax and wage exclusions are compiled manually at DFAS-IN. Reference DOD 7000.14-R, Volume 7A, Chapter 35. Payments for CZTE leave are tax-exempt from Federal taxation and not subject to FITW or SITW up to the monthly limit specified by the Internal Revenue Service. That limit is different for enlisted members and officers. The limit is fully described in subparagraph 440102.A, summarized as follows:

30.6.2.5.1. Enlisted members (E-1 and above) and warrant officers (W-1 through W-5) have no limitation or ceiling on the value of payments exempt from Federal or State taxes and Federal tax withholding for any month in which they qualify for an exemption.

30.6.2.5.2. Officers (O-1 and above) are subject to a limit on the value of federal tax exempt payments and from exemption from FITW or SITW for each month in which they qualify for an exemption. Since November 21, 1995, the exemption amount for officers has been set at the value of the highest rate of enlisted basic pay plus the value of any hostile fire or IDP the officer may have been entitled to in that qualifying month. The applicable rate of enlisted basic pay would be that listed in DOD 7000.14-R, Volume 7A, Chapter 1, Table 1-10, Note 2, for the corresponding qualifying month. To determine whether the limitation applies to a payment for accrued unused leave, the leave needs to be allocated to the months in which earned and for which the officer qualified for CZTE status. The value of the leave for each individual month is added to any payments the officer has received for that tax exempt month and the total compared to the monthly limitation amount. Tax exemption may only be given for the value of that portion of the CZTE leave that does not exceed the limitation available. Any payments for CZTE leave value that exceed the limitation available is treated as taxable income.

30.6.2.6. Leave Earned in a Combat Zone or QHDA. The value of leave earned in the CZ or QHDA, is fully excludable from taxable wages for enlisted members, and warrant officers, when used or sold, to the extent the leave was accrued during any month in any part of which the enlisted member actually served in a Combat Zone or QHDA. For officers, the value of leave earned during any month in any part of which they served in the CZ or QHDA, may be excluded, not to exceed the "maximum enlisted amount" for the month of service in which the leave was earned, less the amount of wages already excluded for that month. The term "maximum enlisted amount" refers to the highest amount payable to the highest enlisted grade, plus HFP/IDP, if applicable.

30.6.2.7. A member earns 2.5 days leave for each full month of active duty. If a member serves any portion of a month in a CZ or QHDA, the leave earned during that month is subject to CZTE. For any month a member is not eligible to earn the full 2.5 days, i.e., accession or separation at a time during the month which prevents 2.5 days leave being earned, the member earns .5 days leave for every six days on active duty.

- 30.6.2.7.1. If a member serves any portion of a month in a CZ or QHDA, the leave earned during that month is subject to CZTE. The amount of CZ or QHDA tax exempt leave available for sell, or use, is reduced first as leave is sold or used. For example, if the member accrues 15 days leave in the CZ or QHDA, and uses 15 days immediately upon return, the member does not have any leave that is tax excludable when leave is later sold or used. On the other hand, if the member only uses 5 days of the 15 days earned, a balance of 10 days exists, and is included first for any subsequent sell or use of leave.
- 30.6.2.7.2. If the leave accrued in a CZTE location was used or sold, and LES did not reflect tax refunded for that leave, the Reserve Pay Office establishes a CMS Case to request DFAS-IN return the taxes. A pay audit completed by Reserve Pay Office is attached to the case.”
- 30.6.2.8. If it is determined that DJMS withheld taxes on leave as it was used or sold, the Reserve Component Pay Office notifies DFAS-IN, via CMS, and requests an adjustment to ensure the member receives the tax benefit.
- 30.6.2.8.1. When the Leave Master Record (Leave Management Record) is still open and CZTE leave is still showing on the Leave Management Record, a CMS case should be submitted to DFAS referencing the Leave Management Record with a copy of the orders attached.
- 30.6.2.8.2. When leave has been transferred to a new Leave Management Record, reference the new Leave Management Record "Bal Adj" amount, provide the AF Form 1934 used to track the leave, the orders CZTE was earned, and reference the old Leave Management Record the leave was earned. **EXAMPLE CMS.** Please adjust member’s taxes as follows. Member sold 5 days of CZTE leave on Leave Management Record ##### (new Leave Management Record). Member earned CZTE leave on Leave Management Record ##### (old Leave Management Record). AF Form 1934 and orders attached to reference 10 days out of the 15 days of CZTE was taken in old Leave Management Record.
- 30.6.2.9. **SYSTEM GENERATED TAX REFUNDS AND ADJUSTMENTS.** TIN A90 activates DJMS-RC to generate tax refunds and adjustment transactions for both FITW and SITW deductions. The adjustment transactions affect the FITW and SITW wage/deduction fields on the MMPA and appear on the Processed Transaction File as TIN D01s, D13s and members.
- 30.6.2.9.1. **FITW/SITW ADJUSTMENTS.** The TIN D01 transaction with a TYPE ACTION code of 'I' adjusts the FITW and SITW wages and SITW deduction fields on the MMPA. The TIN D01 with TYPE ACTION 'J' refunds FITW deductions and adjusts the FITW deduction field on the MMPA.
- 30.6.2.9.2. A TIN D13 refunds a member’s current tax year SITW deductions. The transactions post a remark to the Processed Transactions File. Refunds and adjustments are limited to the dates stated in the TIN A90 for each calendar month. **Note:** Type action codes of ‘I’ and ‘J’ are restricted to DFAS-IN only.

30.6.2.10. The UH022-0777, Combat Zone Tax/Wage Exemption Report from ReportWeb is used to reconcile members receiving CZTE against the numbers of people deployed for the month (**T-1**). Pay Entitlements Supervisor/Lead generates the report the following day of Code 3. Review all TIN A90 that were posted for a unit's AFSC. Maintain in the Management Case File for one (1) year after the month of review. Below is an explanation of the report headers.

30.6.2.10.1. PERF MNTH: Performance Month

30.6.2.10.2. FWG X AMT: Federal Wages exempt amount

30.6.2.10.3. FRFUND: Federal Withholding refund

30.6.2.10.4. SWG X AMT: State Wages exempt amount

30.6.2.10.5. SRFUND: State Withholding refund

30.6.2.10.6. SWG X 1PR: State Wages exempt amount for 1st prior state

30.6.2.10.7. SRFUND 1PR: State Withholding refund for 1st prior state

30.6.2.10.8. SWG X 2PR: State Wages for 2nd prior state

30.6.2.10.9. SRFUND 2PR: State Withholding refund for 2nd prior state

### **30.7. W-2, Wage and Tax Statement.**

30.7.1. Forms W-2 issued with EIN 84-9980000 are issued by DJMS-RC by end of January each year following the tax year of wages and taxes and can be accessed on member's myPay account.

30.7.2. Questions, problems, corrections, etc., for current year wages or taxes should be submitted to DFAS Reserve Component using CMS. W-2s are available on myPay.

30.7.3. Statement of Corrected Income and Tax Amounts, W-2C.

30.7.3.1. Adjusted when member's income is updated after the calendar year of income taxes had been submitted.

30.7.3.2. When adjustment is made to member's account, Reserve Component Pay Office notifies member they should review myPay for a W-2c for correction to income when processed after the W-2s have been issued.

30.7.4. Duplicate TD Forms W-2. Requests for duplicate (reissue) Form W-2 may be processed by any Reserve Component Payroll Office via the 5-Year Tax History System. Request can be for local printing (if capability exists) or central site printing. Refer to the "5-Year Tax History Users Guide" in Attachment 9 for information on use of the 5-Year Tax History System.

### **30.8. SSNs.**

30.8.1. Requirement.

30.8.2. Each member on DJMS-RC is responsible for obtaining a SSN for crediting FICA wages for SSN coverage and for identification (see AFI 36-3203, *Service Retirements*).

30.8.3. For a change in name, the member submits OAAN 7003, Request for Change in SSN Record, to the Social Security Administration district office nearest the member's home.

30.8.4. The Reserve Component Payroll Office ensures changes in name and SSN are submitted through MilPDS upon receipt of documents from member.

### **30.9. To Correct/Adjust FICA.**

30.9.1. Current Year. Correction or adjustment requests for current year should be directed to DFAS-IN using CMS. Please include SSN, name, current address, telephone number, Point of Contact, and reasons. Reserve Pay Office attaches audit to CMS case.

30.9.2. Prior Year. A member's prior year SSN or Medicare wage may only be corrected by DFAS if a DJMS-RC system or administrative error resulted in incorrect reporting of withholdings on the TD Form W-2 and/or MMPA.

30.9.2.1. In such situations, payroll offices submit a CMS to DFAS and request a Form W-2c be issued. DFAS-IN can only refund up to three prior years withholdings and only when the withholding was originally over collected. Social Security Administration prohibits refunds after 3 years.

30.9.2.2. Employee Wage Record. Members may request a copy of their wage record for SSN and Medicare by contacting a local Social Security Administration office. Members stationed overseas should address their requests to: **Social Security Administration, PO Box 57, Baltimore, MD 21203**

### **30.10. TD Form 668-W, Notice of Levy on Wages, Salary and Other Income.**

30.10.1. Authority. The Treasury Department issues a TD Form 668-W against members for income tax due and for which the Internal Revenue Service is unable to make collection (see DOD 7000.14-R, Volume 7A, Chapter 1).

30.10.2. Internal Revenue Service. The Internal Revenue Service serves the Form 668-W on DFAS-IN. If Internal Revenue Service presents a TD Form 668-W to the unit of assignment, the unit returns the notice to Internal Revenue Service with information to serve the notice on DFAS-IN.

30.10.3. DFAS-IN Procedures for TD Form 668-W Actions.

30.10.3.1. Receives the TD Form 668-W with two attachments:

30.10.3.2. Notice 110-A, Instructions for Responding to a Notice of Levy on Wages, Salary and Other Income, and

30.10.3.3. TD Form 668-P, *Statement of Personal Exemptions*.

30.10.3.3.1. Pull Notice 110-A and send TD Form 668-W with TD Form 668-P to the Reserve Component Payroll Office for counseling of the member and completion of the forms. The Reserve Component Payroll Office returns the completed forms to DFAS-IN.

30.10.3.3.2. Upon receipt of the completed forms DFAS-IN prepares check cancellation and determines the amount of the check to be issued to the member and the amount of the check to be issued to the Internal Revenue Service.



**30.11. Earned Income Credit.**

30.11.1. General. Earned Income Credit (EIC) is a special credit for certain persons who work. The credit reduces the amount of tax a person owes (if any), and is intended to offset some of the increases in living expenses and SSN taxes. A military member on extended active duty outside the United States is considered to live in the United States during that duty period. Extended active duty means the member was called or ordered to duty for an indefinite period, or for a period of more than 90 days. Once members begin serving the extended active duty, they are still considered to have been on extended active duty even if they serve less than 90 days.

30.11.2. Entitlement Criteria. EIC is available to individuals whose earned income, and adjusted gross income, are below the thresholds as established by the Internal Revenue Service. The earned income, and adjusted gross income, threshold varies depending on whether the member has one qualifying child, two or more qualifying children, or no qualifying child. Member should refer to Internal Revenue Service Publication 596 for further information.

30.11.3. Earned Income. The term earned income includes all taxable items of pay as well as any non-taxable earned income.

30.11.4. Non-Taxable Earned Income for military members includes BAH, BAS, ROTC subsistence, and wages that are excluded by the CED.

30.11.4.1. The actual cash value paid for Basic Allowance for Quarters, BAH, and ROTC subsistence is included in Non-Taxable Earned Income unless the member is provided housing and/or meals. An imputed in-kind value is included for these members.

30.11.4.2. Non-Taxable Earned Income amounts are maintained on the member's MMPA, tax deduction data screen, under the area EIC amounts. Amounts are updated on a monthly basis. The total of all Non-Taxable Earned Income amounts is provided to the member on the TD Form W-2 in block 13 along with code Q.

**30.12. Advanced Payment of EIC.** The current DJMS-RC does not have the capability to provide Advanced Payment of EIC payments to members.

**Table 30.1. U.S. Territories and Possessions Codes.**

U.S. Territories and Possessions Codes	
These alphabetic codes are used on the A17 and A08 transactions to identify U.S. Territories and Possessions.	
Alpha Code	U.S. Territory or Possession
AS	American Samoa
PR	Puerto Rico
CM	Saipan
GU	Guam
VI	Virgin Islands
CZ	Panama Canal Zone

**Table 30.2. A17 – FITW/SITW Change for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
ACTION INDICATOR	Must equal either:  1 = State Change 2 = Federal Change 3 = Both SITW and FITW
FITW EXEMPTION	Must be a numeric from 0 to 80.
FITW OPTIONS	Additional withholding. Must be a numeric from 0 to 84.
FITW MARITAL STATUS	Must be either 'M' (married) or 'S' (Single or filing single).
SERVICE COMPONENT	Must be either 'R' or blank.
FITW W2 STATE	State code (See appendix E). Change is based on DD Form 2058.
PUERTO RICO Continental United States FLAG	Must be equal to: assigned to a Permanent Duty Station that is Non-Continental United States = '1'; or assigned to a Continental United States Permanent Duty Station = '2'.
SITW MARITAL STATUS	Must be 'M' (married) or 'S' (single or filing single).
SITW EXEMPTION	Must be a numeric from 0 to 80.
SITW OPTIONS	Additional withholding.
SITW EXEMPT REASON	include reason exempt from SITW : 1. Residency requirement 2. Exempt from FITW

**Table 30.3. A90 – Combat Zone Indicator.**

Data Element Name	Explanation
COMBAT ZONE COUNTRY	See 30.8. "Section H - Combat Zone Exclusion" and DJMS JWMMS Table 154.
COMBAT ZONE PERFORMANCE START DATE	YYMMDD of first day of the month of duty in Combat Zone. See 30.8. "Section H - Combat Zone Exclusion".
COMBAT ZONE PERFORMANCE STOP DATE	YYMMDD of last day of the month of duty in Combat Zone. Stop date cannot be in future month.

## Chapter 31

### LIFE INSURANCE

**31.1. Life Insurance Introduction.** Reserve Component service members are offered two types of Life Insurances. The Service members' Group Life Insurance Program is administered by the Department of Veterans Affairs (DVA). The State Sponsored Group Life Insurance is a program for National Guard members and is sponsored by each state.

31.1.1. Service members' Group Life Insurance (SGLI). Eligible members, who receive basic pay for 1 or more days per month or members of the Reserves who drill for points are responsible for the payment of SGLI and Family SGLI premiums, unless the eligible member elects to waive coverage. Paperwork is administered by FSS.

31.1.2. Family SGLI Coverage. The automatic deduction is started in DJMS based upon input received from Defense Enrollment Eligibility Reporting System (DEERS). The member's FSS is responsible for maintaining the SGLI documentation and providing that information to DEERS.

31.1.3. State Sponsored Life Insurance is a program that provides group term life insurance exclusively for National Guard members and their dependents. It is available in all fifty states and United States territories.

### 31.2. TINs.

31.2.1. TIN A27, SGLI

31.2.2. DV03, Collection of Advance Pay

31.2.3. TIN D02, Credit

31.2.4. TIN A42, State Sponsored Group Life Insurance

### 31.3. Supporting Documents.

31.3.1. SGLV 8286, *Servicemembers' Group Life Insurance Election*.

31.3.2. DD Form 139

31.3.3. DD Form 2558, *Authorization to Start, Stop, or Change an Allotment for State Sponsored Group Life Insurance*.

### 31.4. Substantiating Documentation.

31.4.1. FSS Personnel assists a service member in completing the SGLV 8286. The completed form is provided to the Reserve Component Pay Office for enrollment, reduction or declining SGLI coverage.

31.4.2. Each individual state National Guard Association is responsible for working with service members and completing the DD Form 2558. Once completed, the state National Guard Association Representative provides the original to the Reserve Component Pay Office for processing.

### 31.5. Reserve Component Pay Office Actions.

31.5.1. Verify proper substantiating documents were received for SGLI and State Sponsored Group Life Insurance. Date Stamp upon receiving documents.

31.5.1.1. All entries except the signature and those requested to be in the service member's own handwriting, are to be typed or printed in ink.

31.5.1.2. A representative of the Uniformed Services signs his or her name below that of the service member to indicate that he/she received the form from the member (whether in person, by mail or electronically) and should include the date he/she received it.

31.5.1.3. This form, properly completed, is authority to a payroll office to initiate or change the deductions for insurance premiums if the amount of insurance is changed or cancelled.

31.5.2. SGLI. Review the MMPA to verify member's current coverage.

31.5.2.1. Initial SGLI coverage is established during accession on a TIN A06. **Note:** When FSS completes their new gain processing, and Reserve Component Pay Office has not processed the A06 or A27, the following month, FSS receives a CMS case for a SGLI Mismatch.

31.5.2.2. Processing a Change. Submit a TIN A27 when the service member makes subsequent election options and wishes to change the SGLI coverage amount. Changes are effective the month following the month the service member signs the change request.

31.5.2.3. Late Processing. The only allowable values for a SGLI effective date is current month or one month in the future. When the Reserve Pay Office receives a late SGLI change coverage request, collection for previous months may be required. To collect prior premiums, submit a Transaction Indicator Code DV03 to collect the additional amount owed and a Transaction Indicator Code D19 to indicate and explain the collection period.

31.5.2.4. Individual Ready Reserve Members. Submit TIN DV03 to collect SGLI premiums for part-time coverage for service members receiving pay and/or allowances and coverage is requested. Submit Transaction Identification Code D19 to annotate and explain the part-time SGLI collection period.

31.5.2.5. Pay SGLI Collected in Error. When SGLI is collected in error, submit Transaction Indicator Code TIN D02 using component of pay Z5. A separate TIN D02 is needed for each month affected. Submit TIN D19 to annotate and explain the credit to member.

31.5.2.6. Substantiating Documents. SGLI election is made on SGLV 8286, *SGLI Election*, and Certificate. SGLI refunds are initiated on a DD Form 139 or a DD Form 114 based on either a declination of insurance coverage or reduced coverage election.

31.5.3. State Sponsored Group Life Insurance (SSLI). Review the MMPA to verify member's current coverage.

31.5.3.1. Submit TIN A42 to start, change, or stop State Sponsored Group Life Insurance based on documentation. **Note:** Adjustments for a monetary refund to the member are to be resolved with the National Guard Association.

31.5.3.2. Deduction Limitations. The State Sponsored Group Life Insurance deduction limitations follow:

31.5.3.2.1. Only one deduction per month is allowed for a service member.

31.5.3.2.2. Only one rate of deduction can apply per month to anyone member. Any change in the deduction amount requires the completion of a new form to discontinue the prior amount and start the new amount. DJMS-RC deducts the prior amount until the effective date of the new amount is reached.

31.5.3.2.3. Deductions from pay are started the month after the authorization date on the substantiating document. DJMS-RC withholds deductions whenever a member earns enough pay. It processes deductions for the current and prior months up (to a maximum of four months). Deductions start with the earliest month in arrears.

31.5.3.2.4. After four consecutive months, if pay is not enough to deduct the current month and prior months for which no deduction was made the allotment automatically stops. State Sponsored Group Life Insurance can only be reinstated by initiating a new form and submitting a TIN A42.

31.5.3.2.5. If a member is in arrears, DJMS-RC makes deductions starting with the earliest month not deducted, or the effective date of the earliest rate, whichever is latest. DJMS-RC maintains a current rate and the first prior rate, if applicable.

31.5.3.3. Losses or Transfers. When a service member is reported as a loss to DJMS-RC, and is later regained as a member, prepare a new form and submit Transaction Indicator Code A42 to re-establish the State Sponsored Group Life Insurance deduction. The same procedures apply when a member transfers from state to state, from ANG to the United States Air Reserve or from the United States Air Reserve to the ANG. For AFR, the FSS Office provides Reserve Pay Office the member's Veterans Affairs-SGLV 8286 Servicemembers' Group Life Insurance form and pay office posts TIN A27.

**Table 31.1. SGLI for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
SGLI OPTION	Enter the applicable level of SGLI coverage.
SGLI EFFECTIVE DATE	1. Enter the year and month, in YYMM format, following the date the member signed the form VASGLV 8286. 2. Must equal the year and month of the current update's highest date paid or 1 month in the future.

**Table 31.2. State Sponsored Group Life Insurance for DJMS-RC Processed Transaction Line.**

Data Element Name	Explanation
COMMON DATA	See common data <b>Table 31.1.</b>
EFFECTIVE DTE	<p>Year and month (YYMM) for effective date of start, change, or stop deduction amount.</p> <ol style="list-style-type: none"> <li>1. Must be the year and month after the date of authorization on the DD Form 2558. Example: DD Form 2558 is dated 23 Sep 1992; the effective date of deduction is 9210.</li> <li>2. Cannot be less than member's date of gain.</li> <li>3. Cannot be less than member's pay date.</li> <li>4. Must be greater than any previous TIN A42 transaction effective date.</li> <li>5. Cannot be greater than member's date of separation.</li> <li>6. Must contain valid month and year.</li> </ol>
INSURANCE DEDUCTION AMOUNT	<p>Four digit monthly rate to start or change deduction authorized by member. Example: \$5.25 appears as 0525.</p> <ol style="list-style-type: none"> <li>1. Deduction amount must not equal the amount already established in member's MMPA.</li> <li>2. Enter 0000 (four zeros) to stop an allotment that is not to be reestablished in a different amount.</li> <li>3. Do not submit an A42 transaction with 0000 (four zeros) in the amount field when changing only the amount of monthly deduction.</li> <li>4. Entire amount must be positive numeric.</li> </ol>

## Chapter 32

### ACCOUNTS RECEIVABLE – DEBT ACCOUNTS

**32.1. Introduction.** The general policy is that members indebted to the United States are encouraged to discharge their debts through lump-sum cash payments when possible. Otherwise, members are encouraged to repay their indebtedness through check, money order, or payroll deduction. A members pay may be withheld because of an overpayment or erroneous payment of pay and allowances. Either DFAS-IN or the Reserve Component Payroll Office may identify the debt. For deduction and collection information, see DOD 7000.14-R, Volume 7A, Chapters 44 to 54 and 57. Priority of deductions and collections is in DOD 7000.14-R, Volume 7A, Chapter 52.

32.1.1. Deductions. A deduction is any subtraction or exclusion from gross pay due a member. Included are those required by laws, regulations or legal decisions, such as Federal and State income tax, child support, SSN and Medicare and AFRH; those for benefits specifically authorized by law, such as SGLI; and voluntary allotments to designated payees. Deductions from pay need to be properly authorized, adequately documented, and paid when due in the amount authorized. Debts may be collected voluntarily or involuntarily and are to be collected in accordance with due process provisions of applicable laws.

32.1.2. Collections. Collections include military pay and allowance check cancellations as well as cash collections from military members to apply to debts recorded on the MMPA and collections of overpayments of Temporary Lodging Allowance.

### 32.2. TINs.

32.2.1. DQ – Military Pay and Allowances

32.2.2. DF – Fines, Forfeitures

32.2.3. DG – Government Property-Destroyed, Damaged, or Lost

32.2.4. DR – Miscellaneous appropriated debts, interest, penalties, administrative charges, For Other Government Agencies (Department of Defense Appropriated Funds other than Pay and Allowances.)

32.2.5. DS – All Other (DD Form 139, non-appropriated fund debts, bad checks, other government agencies, bankruptcies, tax levies, garnishments, etc.)

32.2.6. DV – Repay Advance Pays, SGLI

32.2.7. DW – Partial Payments

32.2.8. Action Indicators:

32.2.9. Zero-three -03 – Report a new debt

32.2.10. Zero seven - 07 – Change the status of a recorded debt

32.2.11. Zero nine - 09 – Cancels a reported debt. The 09 is for DFAS use only

### 32.3. Supporting Documentation.

32.3.1. DD Form 139

32.3.2. AF Form 2451, *Financial Statement – Remission of Indebtedness*

### 32.3.3. Commander and Comptroller Approval Letters

## 32.4. Substantiating Documentation.

32.4.1. Written Notification of Indebtedness. This letter is provided by the agency identifying the debt.

32.4.2. DD Form 139 is used for a collection directly from an individual's pay. The agency collecting the funds completes the form and provide to the Reserve Component Pay Office.

32.4.3. AF Form 2451. Member completes the AF Form 2451, section I, if reduction in established 2/3rds collection rate is a hardship, and furnishes proof of minimum monthly installment payments.

32.4.4. Approval Letters are completed and endorsed as explained in the following paragraphs for collection amounts to be reduced.

32.4.5. Comptroller appoints, in writing, a member of the Reserve Component Pay Office organization as a Debt Management Point of Contact to be responsible for logging in checks received in the mail and reconciling debt reports.

32.4.6. Debt Management Point of Contact maintains management case files for all indebtedness transactions processed by the base. Review Management Case File to determine the correct LOA is used; ensures debts are documented using the correct Company Codes; collection rates are correct; suspended debts are unsuspended timely; debt letters are provided to members; and reports are reconciled.

**32.5. Reserve Component Pay Office Actions.** The Reserve Component Pay Office determines that collection for the debt is valid and required supporting documentation is received for collection. Any Reserve Component Pay Office may process a valid indebtedness on a member's pay account. However, a copy of the indebtedness package needs to be forwarded to the member's servicing Reserve Component Pay Office, this includes those members who are transfers.

32.5.1. Notification of Indebtedness for Due Process. The member is to be notified of the debt by the activity holding the debt. The Reserve Component Pay Office is only required to provide the member written notification of the debt when the documentation shows the member has not been notified of the debt. If in doubt, always notify the member in writing. The Reserve Component Pay Office need not notify the member of the debt when specific procedures require the activity to notify the member, for example, Army and Air Force Exchange Service, non-appropriated fund instrumentalities.

32.5.1.1. A routine debt is defined as an overpayment having an amount of \$50.00 or less, or one that is greater than \$50.00 but is identified within two months of being overpaid. The collection of a routine debt begins when identified by the Reserve Component Pay Office. A LES remark (TIN D19 Indicator Code) is posted with the collection. The remark includes the amount of the collection for each pay period, the gross amount of the debt, what caused the debt (amendment, incorrect BAH) and a contact phone number for the office that processed or requested the debt.



32.5.1.2. Non-Routine Debts are overpayments greater than \$50.00 that were not identified within two months in which the overpayment incurred. This is considered a debt requiring a “Full Due Process Letter”. Due process includes giving the member a written notification of their rights to request a waiver and how to submit a check payment or have a collection made. A sample letter is referenced in [Figure 32.1](#). The Debt needs to be established no later than one month from discovery, which includes the debt letter having been sent as soon as discovery.

32.5.1.2.1. When the service member does not repay the debt and return the debt letter to the Reserve Component Pay Office this becomes an Involuntary Repayment. The Reserve Component Pay Office establishes a debt and sets the collection to offset the member’s salary at 15 percent of their disposable net pay. A TIN D19 is added in the LES explaining the amount collected for each pay period, balance of debt, and the Reserve Component Pay Office contact phone number.

32.5.1.2.2. When the service member submits the debt letter requesting a lower repayment amount, they submit an AF Form 2451 to support the lower rate. Reserve Component Pay Office applies the following:

32.5.1.2.2.1. Ensure the collection rate does not go beyond twelve (12) months from date the debt was established in DJMS-RC and member is performing Inactive Duty monthly. Review when members are not performing duty monthly and consider that in assisting the Comptroller with a collection rate decrease.

32.5.1.2.2.2. Ensure the member’s date of separation is not prior to the repayment schedule by reviewing the MMPA, Page 1.

32.5.1.2.2.3. Collect at a higher rate to recoup full collection prior to the date of separation listed on the MMPA, Page 1 at time of debt review.

32.5.1.2.2.4. Ensure the installment liquidation is not less than \$13 per UTA period or \$50 per month when performing active duty, so the debt can be liquidated within the timeframe prior to the member’s date of separation and approved by the designated agency representative.

32.5.1.2.2.5. A D19 TIN is added in the LES explaining the amount of repayment, balance of debt, designated agency approver for the reduced rate, period of repayment, and the Reserve Component Pay Office contact phone number.

32.5.1.3. Example of when to send a “Full Due Process Letter”. Member is overpaid BAS for duty performed in a Field Condition, overpayment was in March of the current Fiscal Year, the Reserve Component Pay Office discovered the overpayment in June of that same Fiscal Year (more than two months after the overpayment occurred), member is given a “Full Due Process Letter”. Debt is established on the service member record 30 days from discovery and notification is given to the member that day, not several days later. Suspend a copy of the debt notification letter in a Management Case File to establish the debt on the 31st day from date of notification. By not submitting the “Full Due Process” letter on date of discovery, the Reserve Component Pay Office has increased the likelihood for a waiver to be approved.

32.5.1.4. Example of when a “Full Due Process Letter” is not sent. In June, Member is overpaid BAH at with dependent rate while on BAH at the same time their spouse is on orders. Discovery was made during the BAH Dependency Reconciliation review in July of that same Fiscal Year. Both are entitled to BAH at the without rate. A “Full Due Process Letter” is not required. Members are briefed regarding payment of BAH entitlement when submitting the AF Form 594. Process the TIN C03 for collection for two-thirds the amount due on the date the overpayment was discovered.

32.5.1.5. Example of a member requesting a daily rate of \$13.00. Member performs UTA for three (3) months once the debt starts collection. Member is placed on Annual Training for five (5) days. DJMS-RC collects \$65.00 from member’s Annual Training Pay. Do not reduce the daily rate, be aware that the system collects the rate that is established for each day of Basic Pay. A normal UTA weekend is four (4) days of basic pay. Member would have \$54.00 collected for one UTA paycheck when establishing a daily rate.

32.5.2. Review the APCs to ensure consistency with the code used during the initial payment process and the payment adjustment.

**32.6. Precedence of Collection.** In the case of multiple debts, the following is the transaction precedence in which DJMS-RC collects debts: DV, DW, DQ, DG, DR, DS, and DF. Debts process on a first-in-first-out basis within each transaction format identifier. DJMS-RC collects the first debt. The second debt is collected if the deduction rate of both debts does not exceed available pay. Example: If you process two DQ debts on a member’s MMPA, the debt entered in WebDMO first collects first.

### **32.7. Types of Debts and TINs.**

#### **32.7.1. Pay and Allowances.**

32.7.1.1. When the Reserve Component Pay Office submits transactions to collect pay and allowances, DJMS-RC generates TIN to adjust the member’s MMPA. This includes transactions/entries on the accounts receivable file, and adjustments to the MMPA history file. Below are the transactions DJMS-RC generates upon processing of other transactions processed to a member’s MMPA.

32.7.1.2. Adjustments to Inactive Duty, Inside Immediate Access Storage. Within Immediate Access Storage, use TIN C03 or TIN B12. Reference Chapter 8 for Inactive Duty adjustments procedures (current processing month and eleven (11) previous calendar months). When the Reserve Component Pay Office inputs a B12 TIN to collect drills, DJMS-RC generates a DQ03 Transaction Indicator Code to establish the debt on the accounts receivable file and a separate D01 TIN for each type of pay entitlement. The Reserve Component Pay Office processes collections for non-automated pay entitlements.

32.7.1.3. Adjustments to Inactive Duty, Outside Immediate Access Storage. When the Reserve Component Pay Office submits a separate TIN D01 for each type of pay entitlement, DJMS-RC generates a DQ03 TIN to establish the debt on the accounts receivable file.

32.7.1.4. Annual Training/Active Duty for Training Adjustments, Inside Immediate Access Storage. When the Reserve Component Pay Office inputs a TIN C03 to collect erroneously paid active duty service, DJMS-RC generates a DQ03 to establish a debt on the accounts receivable file and separate TIN D02 to make other adjustments.

32.7.1.5. AT/ADT Adjustments, Outside Immediate Access Storage. The Reserve Component Pay Office inputs TIN D02 to collect active duty pay and allowances. DJMS-RC generates a DQ03 TIN to establish the debt on the accounts receivable file. A separate TIN D02 TIN is submitted for each active duty entitlement.

32.7.1.6. Accelerating or Pro-Rating the Debt. A DQ07 TIN is submitted when a request for a pro-ratio or acceleration is received. DO NOT USE THE DQ03 SCREEN.

32.7.1.7. Correcting the Erroneously Posted Debts. The Reserve Component Pay Office submits the correction TIN for reposting an entitlement (i.e., a B12 TIN was erroneously submitted, input a B11 TIN to correct). This transaction repays the member and offsets the established debt. Ensure the debt is collected from the reposting of the entitlement. This repayment transaction also posts the days correctly back on the calendar and updates the retirement/Man-Day reporting. Do not refund pay and allowance debts using a TIN D02 TIN, otherwise the member's retirement points are not recorded correctly.

32.7.1.8. Accession Students receive BAH-P while at Basic Military Training and Technical Training, unless they provide a lease, reference Chapter 10 and JTR for guidance. In the case the Accession Student does not have a lease, they receive BAH -P. They are entitled to BAH from the date they depart Basic Military Training and Technical Training and BAH -T the date they depart Technical Training to Guard or Reserve assigned base for in-processing. Reference BAH Chapter 10 and BAS Chapter 12. FF80 is used with component of pay "MY" for BAS collection, C04 to pay BAS, 100 percent collection rate to offset against the payment of BAS. Do not adjust for days of Leave, DJMS-RC does that for you when the S01's post.

32.7.1.9. Bonus - Type 2 termination. Posted by Military Pay as a TIN B03 using the termination letter provided by the Retention Office Manager as the supporting documentation. This automatically sets up a debt and collect at 2/3 rate.

32.7.1.10. Tax adjustments. As the debt is repaid, FICA wages and taxes are decreased. If the receipt of the overpayment and the repayment occur in the same calendar year, current year-to-date FICA wages and taxes are adjusted. If the repayment of the debt occurs in the calendar year subsequent to the receipt of the overpayment, FICA wages and taxes are decreased for the year the overpayment was received. A D13 is computer generated to refund FICA for the tax year the overpayment was received and the following 3 years only. All later years are ignored. As the debt is repaid FITW/SITW wages are reduced.

32.7.1.10.1. If the receipt of the overpayment and the repayment occur in the same calendar year, current year-to-date FITW/SITW wages are adjusted.

32.7.1.10.2. If the repayment of the debt occurs in the calendar year subsequent to the receipt of the overpayment, current year-to-date FITW/SITW wages are not decreased and FITW/ SITW deductions are not adjusted.

### 32.7.2. All Other (DS).

32.7.2.1. A DS TIN is used to process other debts that are not generated from pay and allowances.

32.7.2.2. DD Forms 139, all non-appropriated fund debts, bad checks, etc., is used as supporting documentation. Review for accuracy. Add the company code to the document prior to input. Company codes are located in MSO. Press enter on the "1". This brings up the company codes, Table 50. Enter '3' in the selection and search by the name of the institution to acquire the DD Form 139.

32.7.2.3. A Travel Pay DD Form 139 is generated by the Travel Section and submitted to the Pay Entitlements Section to process. Use the MSO Table 50 for the proper Company Code, the APC used on the order, and "S" for the debt type when processing the DQ03. Assume Travel Pay has provided the service member a "Formal Due Process" letter. Documentation to accompany the DD Form 139 is the DD 1351-2, Reserve Travel System or DTS summary sheet, orders, the formal due process letter, and any other documents to support the collection of over-payment. Debt processes a 2/3s collection.

### 32.7.3. Miscellaneous Appropriated Debts.

32.7.3.1. A DR TIN is used to collect miscellaneous debts, it cannot be entered in DJMS-RC with other transactions.

32.7.3.2. Submit DR03 Transaction Indicator Code to establish the debt on the member's MMPA. If pro-ration or acceleration is requested, enter the appropriate deduction rate code and the specified deduction amount data in the WebDMO screen DR03 fields. WebDMO generates the DR07 Transaction Indicator Code to adjust the collection rate. If pro-ration or acceleration is not requested, leave these fields blank. Submit a TIN D19 Indicator Code explaining the debt along with the APC and accounting document used to establish the debt. The Reserve Component Pay Office and DFAS-IN can use this for inquiry purposes. After the debt has been established on the MMPA, forward a copy of the collection document to the applicable accounting office who submitted it to you.

32.7.3.3. Accelerating or Pro-Rating a Debt. Submit a DR07 TIN, when a request to accelerate or pro-rate a debt is already established on DJMS-RC. Do not use the DR03 screen.

32.7.3.4. Canceling a Debt. Submit a DR09 request to DFAS-IN to cancel a debt erroneously posted to the accounts receivable file. Request a TIN D19 post explaining the reason debt was cancelled. Provide all supporting documentation to DFAS-IN when requesting a debt is cancelled. Submit via CMS.

### 32.7.4. Government Property Lost, Damaged, or Destroyed and Reports of Survey (DG).

32.7.4.1. Establishing the Debt. Verify proper substantiating documents were received. DD Form 362, *Statement of Charges for Government Property Lost, Damaged or Destroyed*, or DD Form 200, *Financial Liability Investigation of Property Loss*.

32.7.4.2. Submit a TIN DG03 to establish a debt on the member's pay account. When a pro-ration or acceleration is requested, enter the deduction rate code and specified deduction amount data in WebDMO screen TIN DG03 fields and WebDMO generates a TIN DG07 to adjust the collection rate. If pro-ration or acceleration is not requested, leave these fields blank, the collection is the two-thirds automatic rate of base pay.

32.7.4.3. Accelerating or Pro-Rating the Debt. Submit a TIN DG07 to pro-ration or acceleration for a debt already on DJMS-RC. Do not use the TIN DG03 Screen.

32.7.4.4. Canceling a Debt. Submit a TIN DG09 request to cancel a debt erroneously posted to the accounts receivable file. Request a TIN D19 post explaining the reason debt was cancelled. Provide all supporting documentation when requesting a debt is cancelled. Submit via CMS.

### 32.7.5. Miscellaneous Central Site Controlled Debts.

32.7.5.1. Some debts, with related documents, are controlled and maintained at DFAS-IN. If the Reserve Component Pay Office receives documents for:

32.7.5.1.1. Court orders to assign, attach, garnish, withhold, apportion, deduct, or collect from amounts due a member.

32.7.5.1.2. TD Forms 668-W.

32.7.5.1.3. Out of Service Debts. Forward the documents to **DFAS-IN: DEPT. 3300 ATTN: WAIVERS DIVISION, 8899 EAST 56TH STREET, INDIANAPOLIS, IN 46249**

32.7.5.2. Effective 1 March 2002, garnishments are not prorated. For example, if a member does not serve a full month, DFAS still takes the full amount of the garnishment, if available. DFAS does not pro-rate based on the number of days the member was paid in the month.

## 32.8. Combat Zone/Combat Operation Debts.

32.8.1. Debts incurred by members who are injured or wounded while entitled to HFP/IDP or while in the line of duty, incur a wound, injury or illness in a combat operation or combat zone designated by the Secretary of Defense, is not deducted from a member's pay until the end of the 90-day period beginning on the date on which the member is notified of the overpayment, or such earlier date as may be requested or agreed to by the member. The Reserve Component Pay Office establishes a Management Case File to suspense the debt and paperwork for that period of time.

## 32.9. Debt Management Monitor.

32.9.1. Open/Suspended Questionable Indebtedness Report, UH022-159. See Figure 32.8.

32.9.1.1. The Reserve Component Pay Office Debt Management Point of Contact obtains the report through ReportWeb to review DJMS-RC Suspended Debts and debts with Unreasonable Rates of Collection monthly. This report is worked monthly after the Code 3 run.

32.9.1.1.1. Verification of debts under \$15.00.

32.9.1.1.1.1. Verify the type of duty the member is performing. A member established the collection rate based on performing Inactive Duty for twelve (12) months, and now is going on Active Duty, the debt collection rate should be re-considered for increase and adjusted.

32.9.1.1.1.2. Provide the member's commander, the Reserve Component Pay Office Commander and member a notification that a re-consideration of the collection rate is in review, to contact the pay office to adjust the rate while on Active Duty.

32.9.1.1.2. Verification of suspended debts.

32.9.1.1.2.1. Debts are suspended for 30 days when member is due notification. Review that member has been given a 30 day notification letter.

32.9.1.1.2.2. It is determined a member was not provided a "Due Process" letter and is required to receive one, generate the letter and submit to member immediately. Annotate next to the member's line on the FR159 your actions taken, date the letter was sent, and date the debt is unsuspending.

32.9.1.1.2.3. It is determined the debt was suspended erroneously, submit a request to DFAS-IN to open the debt for 2/3s collection. Annotate next to the member line on the FR159 the CMS number and date the CMS was requested.

32.9.1.1.2.4. It is determined the debt was incurred while in a combat operation and member was injured or wounded and the debt is under the 90 days, annotate the line for the date the 90 day period expires.

32.9.1.1.3. Complete the review, certify the report has been reviewed and adjustments have been processed.

32.9.1.1.4. By the 12th workday following the code 3 run, submit a copy of the completed report to AFR or ANG Headquarters. New additions to the previous month's reports require submission of documentation to support the reason of the \$13.00 or less and suspension of the debts. Higher Headquarters verifies units are conducting proper procedures and suspended debts are not on the next report available.

32.9.1.2. The Reserve Component Pay Office will maintain a copy of the reports for twelve (12) months after being worked/annotated (**T-1**). Anything after 12 months should be verified in MICT Self-Assessment question.

32.9.2. Daily, review new DJMS-RC Debts for debt notification letters.

32.9.2.1. Using UH022-0131, New DJMS-RC Debts in ReportWeb, the Debt Management Monitor verifies members were provided a "Full Due Process" letter when required.

32.9.2.1.1. TIN E01 debts are Accession advances. No debt letter required.

32.9.2.1.2. For debts processed within your organization, review that member was properly notified of a debt, reference [32.5.1](#) to determine who is required to receive a "Full Due Process" and who is notified by LES.

32.9.2.1.3. Annotate the lines with your action. “NAR” for no action required; a debt letter was sent DDMMYY for those that were identified on the report.

32.9.2.1.4. Maintain the FR 131 for 30 days in the Management Case File. By day 30, the debt letters should be returned to the Reserve Component Pay Office and on day 31 the debt should be opened for collection or notification that a check has been sent to DFAS-IN.

32.9.2.2. This is a Comptrollers assurance that a debt letter was sent to a member who is due one.

32.9.3. Quarterly, review for Suspended, Cancelled and open SGLI debts (over three (3) months) on UH022-0135, Accounts Receivable.

32.9.3.1. Type of Debt DV. These are SGLI and Dental Debts. Ensure the SGLI debts do not go beyond three (3) months as open.

32.9.3.1.1. SGLI debts open longer than three (3) months. Verify that member has not out-processed with the Reserve Component Pay Office. If they did, contact FSS Separations to get the separation transaction posted in DJMS-RC. **Note:** It is important that the member be separated to remove the SGLI debt. The Air Force makes monthly payments to the Veterans Affairs for all open SGLI debts, regardless if collected from the member. The Veterans Affairs does not refund the Air Force for overpayments. Do not just have member cancel the SGLI. Members are entitled to a period of free SGLI upon separation. This is a FSS process.

32.9.3.1.2. When the separation 900 TIN posts, the Reserve Component Pay Supervisor sees a management notice.

32.9.3.1.3. Error Code 168, Member due SGLI refund for period within Immediate Access Storage. Verify the Supervisor reviewed the date of separation against the SGLI overpayment period. Example. Member’s separation date was 1 May \*\*. Member would not own SGLI. Member would only be entitled to a refund if they performed duty 1 May \*\*.

32.9.3.1.4. Error Code 394, Pay Office send member 1st Debt Letter for other than DR/DS Debts. Verify Pay Supervisor reviewed the management notice and took action. Members who perform duty beyond the 1st of the month or who did separated after the 1st of the month has a SGLI debt for that month. Reference [paragraph 32.9.3.2.1](#), as the Air Force has become obligated to pay this debt. Member is sent a “Due Process” debt letter, given 30 days to provide payment, and then it is turned over to Separations.

32.9.3.2. All Other Types of Debts. Review debts with a suspense code 1 or greater. Having reviewed the FR131 report daily, verify the debts should still be suspended or released for collection.

32.9.3.2.1. Submit a DD Form 114 to pay to release a suspended debt for collection when the debt letter is beyond 30 days and member has not responded. Annotate action taken on the report.

32.9.3.2.2. Do a follow up on the “waivers” that are still open. Annotate action taken on the report.

32.9.3.2.3. Review the Expiration Term of Service date to ensure member has is not due to separate within the next 60 days. If Expiration Term of Service date is within the next 60 days open debt to collect.

32.9.3.2.4. Verify the dates in suspense should have been suspended. Provide training when items are found in error.

32.9.3.3. Once annotation for each line is complete, save and certify the report was reconciled and actions were taken. Maintain once the report is complete in accordance with AFRIMS Reconciliation Lists Table and Rule.

32.9.4. Management Case File. All indebtedness documentation, including DD Forms 139, rebuttal letters, remission, and waiver applications are to be kept in a management case file set up by the Reserve Component Pay Office. When the member goes permanent change of station, documentation on open or suspended debts are to be included in the permanent change of station package. A Management Case File is established for every indebtedness processed against the member.

**32.10. Missing Companies or Incorrect Address.** If no company code is listed on Table 50 for a particular company, or the existing information requires change, please use one of the following options for requests:

32.10.1. Send the Company code Request form to DFAS-IN JFL Mailbox at Defense Finance and Accounting [Services.indianapolis-in.jfl.mbx.afmpo-pmed-company-codes@mail.mil](mailto:Services.indianapolis-in.jfl.mbx.afmpo-pmed-company-codes@mail.mil).

32.10.2. Failure to use appropriate company codes results in delayed posting to members' accounts at financial organizations, etc., and may cause members to pay additional interest, late charges, penalties, or a combination of these, unnecessarily and failure could cause current year funds to post into an incorrect company code.

**32.11. For tuition assistance refunds.** Submit a CMS with the new grade to AETC. AETC refunds the member's collection payment.

**32.12. Collection of Indebtedness.**

32.12.1. The debt needs to already be on the member's MMPA record before a check is sent to Defense Finance and Accounting Services. Otherwise, the check cannot be posted toward the debt.

32.12.2. The member, not the Reserve Component Payroll Office, sends the check to DFAS-IN. The SSN should be included with the payment to expedite DFAS-IN applying the payment to the member's record, along with a memo stating what debt the payment is for. The Reserve Component Payroll Office may provide screen prints from member's MMPA Accounts Receivable record, or a copy of the LES showing the debt balance for the member to send with check payment to DFAS-IN to clarify what debt(s) to apply the payment.

32.12.3. When the check is sent to DFAS, it is manually posted to the member's account. The collection may be routed through several areas at DFAS before the accounts receivable record is adjusted. The Debt Management Monitor tracks the debt by maintaining the debt letter and verifying the Account Receivable record verifying the check posted and cleared the member's record. Annotate a copy of the debt letter or the DD Form 139 with a status each month of member's debt.



32.12.4. Remittance directly to DFAS, payable to DFAS-IN, the address is: **DFAS-IN, 8899 EAST 56TH STREET, DEPARTMENT 3300 (REMISSIONS/WAIVERS), INDIANAPOLIS, IN 46249-3300.**

**Figure 32.1. Notification of an Indebtedness Letter.**

(Appropriate Letterhead)	
MEMORANDUM FOR RECORD	DATE
THRU: OFFICE Symbol required	
FOR: Name and rank of person with debt	
SUBJECT: Notification of Indebtedness	
<p><b>1. Notification:</b> This is to inform you that you are indebted to the United States Air Force. The gross amount of your overpayment is \$1,569.72. The overpayment is a result of (explain what caused the debt: allowance, failed class, overpayment of advance). This transaction was audited by our debt technicians to ensure accuracy of the indebtedness.</p>	
<p><b>2. Payment of Your Debt:</b> Please pay the debt in full by DD MMM YYYY, which is 30 days from the date of this letter. Your check or money order should be made payable to Treasury in the amount of \$1,569.72 (must match amount in paragraph 1). Send your payment to list address to mail payment to for collection. If you are unable to pay the debt in one lump sum, you may agree in writing to pay the debt in regular installments by completing the enclosed Voluntary Repayment Agreement and mailing it to the address listed. If completing the Voluntary Repayment Agreement it must be returned before DD MMM YYYY (same date as in line one of this paragraph) or collection action will be started automatically.</p>	
<p><b>3. If You are Unable to Pay Your Debt:</b> If you do not repay the debt in full, or do not submit a Voluntary Repayment Agreement (enclosed) within 30 days from the date of this letter, our office must collect the debt using other collection procedures. Beginning on day 31, our office will initiate collection of the debt involuntarily from your pay by using salary offset procedures (payroll deductions). A maximum of 15 percent of your net disposable pay will be deducted each pay period until your debt is paid in full. The salary offset amount may fluctuate each pay period depending on your available net disposable pay. If you retire or resign before your debt is paid in full, the entire amount of your final pay (salary, allowances, lump-sum payments, and leave sell) will be withheld from you and applied to pay off your debt. If you file for bankruptcy, you are required to notify our office as soon as possible. Failure to notify our office will result in further collection of pay until we are officially notified.</p>	

**4. Opportunities Available to You:**

a. You have the right to inspect and/or receive copies of the record related to your debt by contacting our office at the address listed above.

b. You may request a review by Finance if you question the validity or amount of the debt or contest the involuntary repayment schedule. Finance will provide you with a written response to your request for a review of the debt within 60 calendar days.

c. You may contact our office to request corrections, or changes, to your pay record if you have additional documents to support the payment you received.

d. You may file for a Waiver using DD Form 2789, *Waiver/Remission of Indebtedness Application*. Please submit completed waiver application to the local Finance Office for review and submission. By submitting an application for a Waiver, you acknowledge that you do not intend to dispute the validity or amount of the debt. This process is for Active Duty Military, Civilians and Military members not on Title 10 at the time the debt was incurred.

e. You may file for a Remission, using DD Form 2789, *Waiver/Remission of Indebtedness Application*, from the Secretary of the Air Force through the SAFRB process. Submit your remission application to the local Finance Office for review and submission. IAW AFI 36-3034, Remission of Indebtedness, the SecAF is authorized to remit or cancel any part of the indebtedness of a person to the United States Air Force incurred while serving on Title 10 active duty as a member of the Air Force, if the SecAF considers such action to be in the best interest of the United States. You may request that your debt be remitted or canceled on the basis of hardship, injustice or both. Applicants who have previously applied for a waiver and received a decision on the merits of the waiver, are not eligible for a remission. You will be refunded any amounts you have previously paid or that were deducted for your debt which are later waived/remitted or found not to be owed to the United States.

**5. Questions about Your Debt:** Please see the enclosed "Collection of Your Debt" for additional information regarding debt collection. The Department of Defense Financial Management Regulation (DoD FMR) contains general information concerning debt collection authority at Volume 16, Chapters 1-4 and is available at

<http://comptroller.defense.gov/fmr.aspx>.

**6. Point of contact:** Please complete and return the enclosed Voluntary Repayment Agreement to the office who issued this debt notification. You may contact our office in person or at (list phone number or email address) if you have questions regarding this debt. Due to the Privacy Act we are not authorized to discuss certain information over the phone.  
Sincerely,

SIGNATURE Block  
Title

Enclosures:  
As stated

## COLLECTION OF YOUR DEBT

Please be aware of the following additional information concerning the collection of your debt:

**Interest and Additional Charges.** If you are unable to pay the debt in full by 30 days from the date of this notification, any unpaid portion of the debt will be considered delinquent. The U.S. Air Force is authorized by law to add interest, penalties, and administrative costs to your debt if it is not paid within 30 days from the date of this letter. The rate of interest charged is at the U.S. Treasury Tax and Loan Rate and will commence on the date your debt becomes delinquent and continue until the debt is paid in full. Additional penalties may be imposed at the rate of up to 6 percent a year, as well as an administrative charge of \$25, on any unpaid portion of your debt that is delinquent for more than 90 days, commencing on the date your debt becomes delinquent and continuing until the debt is paid in full.

**Collection Action on Delinquent Debts.** If the U.S. Air Force is unable to collect your debt by salary offset, they may enforce repayment of your debt by using other available collection remedies such as referring your debt to a private collection agency, reporting your debt to a credit bureau, garnishing your non-Federal employment wages, or referring your debt to the U.S. Department of Justice for litigation. Debts delinquent for more than 120 days may be transferred to the U.S. Department of Treasury for collection. Treasury may offset your Federal Income Tax refunds or other Federal benefit payments, such as Social Security and Federal employee retirement benefits, in order to collect this debt. You may also be prohibited from being approved for a Federal loan if you do not resolve this outstanding delinquent debt.

**Penalties for False or Frivolous Statements.** Please be advised that if you make or provide any knowingly false or frivolous statement, representations or evidence with respect to your debt, you may be liable for penalties under the False Claims Act (31 U.S.C. § 3729-3733) or other applicable statutes, and/or criminal penalties under 18 U.S.C. § 286, 287, 1001, and 1002, and other applicable statutes. A Federal employee may also be subject to disciplinary procedures under 5 U.S.C. Chapter 75 or any other applicable statutes or regulations.

**Tax Considerations.** Per Internal Revenue Service (IRS) Publication 15, income tax withheld by a paying office in a prior calendar year cannot be adjusted. Therefore, if your overpayment occurred in a prior calendar year, you must pay back the gross amount of your debt, including any taxes previously withheld and paid on your behalf to the IRS. You may be entitled to a deduction (or credit in some cases) for the repaid wages on your income tax return for the year of repayment of your debt. If your overpayment and repayment both occur in the same calendar year, the paying office will be able to adjust your tax withholding and you will be responsible for repaying only the net overpaid amount. Upon repayment in the same calendar year, your W-2 will be adjusted to reflect your income and the associated taxes. Finally, please be aware that should your debt repayment ever become delinquent and collected by the offset of your tax refund, your spouse may file Form 8379, Injured Spouse Allocation, with the IRS to claim his or her share of the tax refund.

**Bankruptcy.** If you file for bankruptcy, you must notify the paying office as soon as possible. See DoD FMR Volume 16, Chapter 4.

## REQUESTING A WAIVER

**What is a waiver?** Under 5 U.S.C. § 5584, the United States may waive its right to collect the debt you owe if collection would be against equity and good conscience and not in the best interest of the United States. The debt must be the result of an erroneous payment of pay or allowances (including travel, transportation, or relocation expenses and allowances). A debt may be waived in whole or in part. Collection of your debt generally will not be suspended during the waiver review process.

**May I apply for a waiver and simultaneously request a review?** No. By submitting an application for a waiver, you acknowledge that you do not intend to dispute the validity or amount of the debt. Waiver is not the proper forum to contest the validity or amount of your debt. If your waiver application includes arguments concerning the validity or amount of your debt, your application may be denied. In order to contest the validity or amount of your debt, you must file a petition for a review, see number 4.b. on the notification letter.

**Is there a time limit for filing a waiver application?** You must file a waiver application within 3 years after the erroneous payment was discovered. Reminder, your debt will begin collection 30 days after date of this letter.

**What must be included in a waiver application and where should the application be submitted?**

You must complete and sign DD Form 2789, *Waiver/Remission of Indebtedness Application*, available at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2789.pdf> Send the application and all supporting documents to your local Finance office. If your waiver application is missing information, you will receive a request to submit additional information. Failure to submit the additional information within 10 calendar days of notification will result in your request for waiver being closed with no action. Collection of your debt will not be suspended.

### **Supporting Documents:**

You must include supporting documents with your waiver application. Supporting documents include, but are not limited to:

- Copies of all supporting documentation referred to in DD Form 2789 (i.e. LESs, SF50s, vouchers, receipts, orders)
- Any statement from you or any other persons in support of your application. Statements must be attested to be true and correct to the best of the individual's knowledge and belief.

**Right to a refund:** You will be refunded any amounts you have paid or that were deducted to satisfy your debt which are later waived or found to not be owed to the United States.

**Where Do I Find Additional Information?** See DoD FMR Volume 16, Chapter 4.

## REQUESTING A REMISSION

**What is a Remission?** Generally, any indebtedness may be considered for remission. The debt must be a debt over which the United States Air Force has jurisdiction. IAW AFI 36-3034, Remission of Indebtedness, the SecAF is authorized to remit or cancel any part of the indebtedness of a person to the United States Air Force incurred while serving on Title 10 active duty as a member of the Air Force, if the SecAF considers such action to be in the best interest of the United States. Your debt may be suspended from collection during the remission process. If you are retiring or separating the debt will not be suspended.

**How to apply:** The requesting member must complete the DD Form 2789, page 1, the member's Commander will complete block 20, 21 and 22 on page 2 of the form. Turn the completed form and any supporting documents into your local Finance office within 30 days of the date of your debt notification letter.

If you are claiming hardship as part of your remission you must complete AF Form 2451, *Financial Statement-Remission of Indebtedness*. Documentation of monthly expenses must be included in order to process the AF Form 2451. Monthly receipts shall cover the period within 60 days of the accepted remission application. Outdated or incomplete documentation will cause the application to be return. Failure to submit the additional information within 10 calendar days of notification will result in your request for remission being closed with no action. You may resubmit a remission request if your case is closed with no action. The involuntary debt collection will start on the 11<sup>th</sup> day.

You may request that your debt be remitted or canceled on the basis of hardship, injustice or both. Applicants who have previously applied for a waiver and received a decision on the merits of the waiver, are not eligible for a remission.

**Right to a refund:** You will be refunded any amounts you have paid or that were deducted to satisfy your debt which are later remitted or found to not be owed to the United States.

### Voluntary Repayment Agreement for Employee Indebtedness

#### Debt Information:

Member/Employee Name: \_\_\_\_\_ EDIP \_\_\_\_\_

Debt Reason: \_\_\_\_\_

Gross Amount Owed: \$ \_\_\_\_\_

Estimated Deduction Amount 15% of net disposable per pay period: \$ \_\_\_\_\_

Debt Dates: \_\_\_\_\_ through \_\_\_\_\_ Debt Creation Date: \_\_\_\_\_ Start Collection Date: \_\_\_\_\_

LOA: \_\_\_\_\_

**Acknowledgement.** I acknowledge that I owe the total amount indicated above due to an overpayment, improper payment, or the like and that I am obligated to repay the debt to the United States. I understand that in the event I take no further action, 15 percent of my disposable pay will be deducted automatically as stated above.

I also understand that if I decide to repay the amount owed by any method other than in a single lump-sum payment, interest at the Treasury Tax and Loan rate may be charged on the unpaid balance every month until the debt is paid in full.

**Payment Obligation.** I agree to repay the debt in the manner I have indicated below. Please choose one of the following repayment plans (check one):

Payment in Full by Check. I will repay my debt in a lump sum by check. My payment in the amount of \$\_\_\_\_\_ is enclosed. Bring payment to local Finance office.

Payment by Salary Offset. I will repay my debt by having the payment offset from my salary. USAF will accept the total payment amount as full and final payment of the debt, payable as follows (**check one**):

Single Payment. I wish to pay the total amount of the debt by salary offset in one payment.

Please deduct the total amount of the debt from my salary during the month of \_\_\_\_\_.

Multiple Payments at 15% of Disposable Pay. I do not want to pay the debt all at once. I authorize USAF to deduct the amount listed above (estimated to be 15% of my disposable pay per pay period) until the debt is paid in full.

Multiple Payments at More than 15% of Disposable Pay. I do not want to pay the debt all at once. I authorize USAF to deduct \$\_\_\_\_\_ each pay period, which is more than 15% of my disposable pay, until the debt is paid in full.

**In the Event of Default.** In the event I default on my obligation under this agreement, the USAF is entitled to terminate this agreement without notice. Upon termination, the USAF will retain all amounts paid. Any unpaid balance of the debt will be automatically reinstated and shall become immediately due and payable pursuant to law. The USAF is entitled to take any lawful action it deems appropriate to collect the debt without duplicating notices and opportunities for review previously provided to me, whether before or after the date of this agreement.

**I have read and fully understand and agree to the terms of this agreement.**

Signature of Member/Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

**Submitting Your Signed Agreement.** Please sign and return this repayment agreement to our office.

**Rejection of an Unacceptable Agreement by the USAF.** The USAF maintains the discretion to reject an unacceptable proposed repayment agreement and proceed with collection by salary offset. The USAF will notify the member/employee in writing in the event the repayment plan submitted is unacceptable.

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974  
AS AMENDED

**Table 32.1. Indebtedness Type Codes Used with Debt Transactions.**

Indebtedness Type Codes Used with Debt Transactions			
Code	Definition	Used on These Debt Transactions	component of pay
1	Pay and Allowances, Forfeitures, or Excess Leave	DQ	For debt purposes, any Component of Pay on Sub table 13 may be used.  Any pay and allowance COP G1, G2, or G3 for forfeitures.
2	Bonus	DQ	U1 through UE, UJ through UZ
3	Fine	DF	G1, G2, or G3
4	Advance Payments and SGLI	DV	Base Pay Advance - A3  SGLI - Z5
5	Partial Payment	DW	A6
6	For Others (Appropriation Transfer)	DR	AG, AH, M5, M9, MB, MC, ME, MG, MH, MI, MJ
7	Joint Base San Antonio-Lackland Basic Military Training Payment	DW	A6
8	Government Property Lost or Damaged	DG	G4 through G9
9	Report of Survey	DG	GA through GF
B	Bankruptcy	DS	M4
F	Base Exchange	DS	M8
I	Civilian Pay	DS	ME
M	Non-Appropriated Funds (NAF) (except base exchange)	DS	M7
N	Tax Levy	DS	M3
O	Retired Pay	DS	MF
S	Other Department of Defense Agencies	DS	M9
T	Other Non-Department of Defense Agencies	DS	MA
Z	Garnishments	DS	M1, M2, and MD

**Table 32.2. DQ03 – Debt Collection.**

Data Element Name	Explanation
OVERPAYMENT DATE START	YYMMDD overpayment started. Must be valid Gregorian date. Must not be greater than current run date.
OVERPAYMENT STOP DATE	YYMMDD overpayment stopped. Must be the same or greater than OVERPAYMENT START DATE.
AMOUNT OF SPECIFIC INDEBTEDNESS	Total amount of overpayment to be collected.  1. Zero-fill to the left.  2. For excess leave, compute gross amount of pay and allowances, do not adjust for FICA. See DOD 7000.14-R, Volume 7A, paragraph 30251c for exception.
INDEBTEDNESS TYPE	For the DQ debt transaction, enter “1” or “2”. This code changes, depending on the particular debt transaction. Option is selected in WebDMO
APC	Obtain APC from the following sub tables: 1. National Guard: Air Force - Table 3 2. Reserve: Air Force - Table 1 3. Active Duty Air Force Only - Table 15
CALENDAR YEAR OVERPAYMENT WAS RECEIVED	YY
FITW WAGE	Enter FITW taxable wages being collected. If no FITW taxable wage being collected, leave blank.  1. Zero-fill to the left.
ORDER NUMBER	Alpha-Numeric. Left justified. May be blank.



**Table 32.3. DQ07 – Adjustment for Collection of Pay and Allowances.**

Data Element Name	Explanation
OVERPAYMENT DATE START	YYMMDD overpayment started. Must match the start date of the debt being adjusted.
OVERPAYMENT DATE STOP	YYMMDD overpayment stopped. Must match the stop date of the debt being adjusted.
AMOUNT SPECIFIC INDEBTEDNESS	Must match the amount of the original debt.
INDEBTEDNESS TYPE	Must match the indebtedness type code of the original debt. For the DQ debt, enter:  1 - Pay and Allowances, or excess leave  2 - Bonus Pay
APC	Use original APC from D*03.
DEDUCTION RATE	Enter 1, 2, or 3. 1 - Daily deduction rate 2 - Collect two-thirds of pay 3 - Collect all pay and allowances Leave blank if INDEBTEDNESS TYPE is "1", and CASH COLLECTION, SUSPENSION REASON, or ORDER NUMBER.
	If the INDEBTEDNESS TYPE equals "2" and CASH COLLECTION, NEW DEBT AMOUNT, SUSPENSION REASON, OR ORDER NUMBER contain data, then this field must be blank.
DEDUCTION AMOUNT	1. If DEDUCTION RATE field equals 1, the data in this field must be greater than 0. 2. If DEDUCTION RATE field equals 2 or 3, then leave this field blank. 3. If using the daily deduction rate (1) and the member performs 4 UTAs per month, and has a repay schedule of \$100 per month, enter 002500 (\$25). If repay schedule is \$50 per month, enter 001250 (\$12,50), etc.
CASH COLLECTION/ DEDUCTION/ REDUCTION CODE	For Central Site use only.  For the DQ 07, enter "1", "5", or "8". See WebDMO entry for codes to be used with other debt transactions.  See 1 or 2 for reasons to leave this field blank.

	<p>1. Leave blank if INDEBTEDNESS CODE field equals "1" and DEDUCTION RATE or SUSPENSION REASON, or ORDER NUMBER are not blank.</p> <p>2. Leave blank if INDEBTEDNESS CODE equals "2" and DEDUCTION RATE, SUSPENSION REASON, or ORDER NUMBER are not blank.</p>
COLLECTION/REDUCTION AMOUNT	<p>DFAS-IN use only.</p> <p>1. If CASH COLLECTION is not blank, this field must be greater than zero (0).</p> <p>2. If CASH COLLECTION is blank, then leave this field blank.</p>
NEW DEBT AMOUNT	<p>DFAS-IN use only.</p> <p>1. Enter new debt amount if correction is needed for bonus debt and INDEBTEDNESS CODE equals "2", and the DEDUCTION RATE or CASH COLLECTION and SUSPENSION REASON and ORDER NUMBER are blank, an amount must be present in this field and that amount must be greater than zero.</p> <p>2. Otherwise, leave blank.</p>
SUSPENSION REASON	<p>DFAS-IN use only. See <b>Table 32.6.</b> for codes and definitions.</p> <p>1. If activating a collection for a previously suspended debt, enter a "4". Otherwise, leave blank.</p> <p>2. Leave blank if INDEBTEDNESS CODE equals "1" and DEDUCTION RATE or CASH COLLECTION and ORDER NUMBER are not blank.</p> <p>3. Leave blank if INDEBTEDNESS CODE (position 38) equals "2", and DEDUCTION RATE (position 45), CASH COLLECTION (position 52), or ORDER NUMBER (position 68-73) are not blank.</p>
ORDER NUMBER	<p>1. Alpha/numeric order number, left justified.</p> <p>2. If the DEDUCTION RATE, CASH COLLECTION, or SUSPENSION REASON are not blank, this field MUST be blank.</p>

**Table 32.4. DG03 – Collection of Government Property Lost or Damaged Indebtedness or Report of Survey.**

Data Element Name	Explanation
COMMON DATA	Enter “DG” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data field entries.
INDEBTEDNESS TYPE	Must be “8” or “9”. See WebDMO for codes and definitions.
APC	Obtain the APC from the Army /Air Force Sub table 09. See <b>Table 32.3.</b> for sub table references for APC
REPORT OF SURVEY ADSN	<p>1. If INDEBTEDNESS TYPE equals "8", leave this field blank.</p> <p>2. If INDEBTEDNESS TYPE equals "9", this field must contain the numeric ADSN, right justified.</p> <p>Example: ADSN 4101 is 00410101.</p>
REPORT OF SURVEY NUMBER	<p>Report of survey number</p> <p>1. If INDEBTEDNESS TYPE equals “8”, leave this field blank.</p> <p>2. If INDEBTEDNESS TYPE equals “9”, this field must contain the numeric REPORT OF SURVEY document number.</p>
COMMON DATA	See <b>Table 32.2.</b> for common data entries.

**Table 32.5. DG07 – Adjustment of Collection to Government Property Lost or Damaged /Report of Survey.**

Data Element Name	Explanation
COMMON DATA	Enter “DF” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data field entries.
INDEBTEDNESS TYPE	Must be 8 or 9. See <b>Table 32.3.</b> for codes and definitions.
APC	Use original APC from DG03.
COMMON DATA	See <b>Table 32.2.</b> for entries in common data fields of the D*07 formats.

**Table 32.6. DR03–Collection of “FOR OTHERS” Indebtedness.**

Data Element Name	Explanation
COMMON DATA	Enter “DR” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data entries.
INDEBTEDNESS TYPE	6 - FOR OTHERS  See <b>Table 32.2.</b> for codes and definitions.
APC	1. Air Force. Obtain the APC from Sub table 09 only. 2. Army: May use the APC from Sub table 05, 07, or 09.
COMMON DATA	See <b>Table 32.2.</b> for common data entries.

**Table 32.7. DR07 – Adjustment of Collection to “FOR OTHERS” Indebtedness.**

Data Element Name	Explanation
COMMON DATA	Enter “DR” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data field entries.
INDEBTEDNESS TYPE	Must be 6. See <b>Table 32.3.</b> for codes and definitions.
COMMON DATA	See <b>Table 32.2.</b> for entries in common data fields of the D*07 formats.
COMMON DATA	See <b>Table 32.2.</b> for entries in common data fields of the D*07 formats.

**Table 32.8. DS03 – NAF, Garnishment, and Miscellaneous Indebtedness.**

Data Element Name	Explanation
COMMON DATA	Enter “DS” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data field entries.
INDEBTEDNESS TYPE	B, F, I, M, N, O, S, T, or Z. See <b>Table 32.4.</b> for codes and definitions.
COMPANY CODE	Must match Table 11 "D" Company codes.

**Table 32.9. DS07 – Adjust Collection of NAF, Garnishment, and Miscellaneous Indebtedness.**

Data Element Name	Explanation
COMMON DATA	Enter “DS” in FORMAT identifier field. See common data format in <b>Table 32.2.</b> for common data entries.
INDEBTEDNESS TYPE	Must be B, F, I, M, N, O, S, T, or Z (as reported on DS03 transaction being adjusted). See <b>Table 32.4.</b> for codes and definitions.
COMPANY CODE	Must match original company code used in DS03.
DEDUCTION RATE	One of the following:  1 - for daily deduction rate  2 - to collect 2/3 of pay  3 - to collect all pay and allowances  4 - A percentage of pay  Blank-if CASH COLLECTION and SUSPENSION REASON contain data.
DEDUCTION AMOUNT	1. If DEDUCTION RATE is “1”, this field must be greater than zero.  2. If DEDUCTION RATE is “2” or “3”, this field must be blank.  3. If DEDUCTION RATE is “4”, this field must be less than or equal to “000100”.
CASH COLLECTION/ DEDUCTION/ REDUCTION CODE	Enter one of the following:  1 - Cash Collection  5 - Waiver granted  8 - Out-of-Service (NAF)  Leave blank if DEDUCTION RATE or SUSPENSION REASON are not blank.
NEW DEBT AMOUNT	1. If CASH COLLECTION/DEDUCTION/ REDUCTION CODE is not blank, this field must be greater than zero.  2. If CASH COLLECTION/DEDUCTION/ REDUCTION CODE is blank, this field must be blank.

SUSPENSION REASON CODE	Enter one of the following: 1 - Waiver Application 3 - Appeal or Rebuttal 4 - To activate a collection for a debt previously suspended Leave blank if DEDUCTION RATE and CASH COLLECTION/DEDUCTION/ REDUCTION CODE.
NEW DEBT AMOUNT	1. If CASH COLLECTION/DEDUCTION/ REDUCTION CODE is not blank, this field must be greater than zero.  2. If CASH COLLECTION/DEDUCTION/ REDUCTION CODE is blank, this field must be blank.
SUSPENSION REASON CODE	Enter one of the following:  1 - Waiver Application  3 - Appeal or Rebuttal  4 - To activate a collection for a debt previously suspended  Leave blank if DEDUCTION RATE and CASH COLLECTION/DEDUCTION/ REDUCTION CODE.
CBPO	Enter the first two positions of the PAS Code. Must not be spaces.
COMMON DATA FIELDS	See <b>Table 32.8.</b> for entries in common data fields of the D*07 formats.

**Table 32.10. DF/DG/DQ/DR/DV/DW09 – Cancellation of Debt.**

Data Element Name	Explanation
FORMAT identifier	DF/DG/DQ/DV/DW (as applicable)
ACTION INDICATOR	09
COMMON DATA	See <b>Table 32.2.</b> for data entries.
OVERPAYMENT DATE START	YYMMDD overpayment started. Must match start date of debt being canceled.
OVERPAYMENT DATE STOP	Must match stop date of debt being cancelled.
AMOUNT SPECIFIC INDEBTEDNESS	Enter amount of original debt. Zero-fill to the left
INDEBTEDNESS TYPE	Leave blank.
APC	Use original APC from DF03, DG03, DQ03, DV03, or DW03 (as applicable).
CBPO	Enter first two positions of PAS code.
SOURCE INDICATOR	A - Army R - Central Site

**Table 32.11. DS09 – Cancellation of Debt.**

Data Element Name	Explanation
FORMAT identifier	DS (as applicable)
ACTION INDICATOR	09
COMMON DATA	See <b>Table 32.2.</b> for data entries.
OVERPAYMENT DATE START	YYMMDD overpayment started. Must match start date of debt being cancelled.
OVERPAYMENT DATE STOP	Must match stop date of debt being cancelled.
AMOUNT SPECIFIC INDEBTEDNESS	Enter amount of original debt. Zero-fill to the left.
INDEBTEDNESS TYPE	Leave blank.
COMPANY CODE	Use original Company Code in DS03 transaction.
CBPO	Enter first two positions of PAS code.
SOURCE INDICATOR	A - Army R - Central Site



**Table 32.12. B12 – Collection of UNIT TRAINING ASSEMBLY’s/AFTP’s/PT’s and IAD Incentive Pay.**

Data Element Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>
COLLECTION CODE	1 - Collect all pays - base, incentive, and special; 2 - Collect incentive pay only  8 - Collect calendar day only (points only non-pay inactive duty). Must be “3” if TYPE DUTY is “P”;  9 - Collect Diving Duty Pay; or 5 - Collect FLPP only.  <b>Note:</b> If an AFTP (duty type 3), collection must collect base pay and incentive pay.
YEAR	Two (2) digits of calendar year of performance to be collected.
MONTH	Two digits of calendar month of performance to be collected.
PERIOD	Code for attendance period to be collected:  8 - First period or session of the day.  9 - Second period or session of the day.
DAY	Two digits for first performance day to be collected.
PERIOD/DAY	Attendance period, day for second and later performance in sequence in the same format as in PERIOD and DAY fields. May be spaces. Day must be equal to or greater than preceding day. If day is equal to preceding day, period must not be equal to preceding period.
INDEBTEDNESS BYPASS INDICATOR	For DFAS-IN use only: Enter a “C” when a check is returned for non-performance and drill is being reversed out of the MASTER MILITARY PAY ACCOUNT.
TYPE DUTY	Must be 2, 3, A, B, C, D, E, F, G, H, K, or P. See <b>Table 32.1</b> for definitions of codes.

**Table 32.13. DV03 – Collection of Advance Payments and/or SGLI.**

Data Element Name	Explanation
COMMON DATA	Enter “DV” in FORMAT identifier field. See common data format in <b>Table 32.7.</b> for common data entries.
INDEBTEDNESS TYPE	4 - Advance Pay and/or SGLI See <b>Table 32.4.</b> for codes and definitions.
COMMON DATA	See <b>Table 32.7.</b> for fields and entries.
VOUCHER NUMBER	Enter the voucher number of the Advance Payment or SGLI. Do not leave blank. Zero-fill to left.
Disbursing Station Symbol Number /ADSN	Enter the Disbursing Station Symbol Number or ADSN making the payment. Zero-fill to the right.
PAY AUTHORIZATION CONTROL NUMBER	Enter a three-digit control number (001 through 999). Do not leave blank. All numbers must be used in sequence. If a payment authorization is canceled, the control number is not reused.
COMMON DATA	See <b>Table 32.7.</b> for common data entries.

**Table 32.14. DV07 – Adjustment for Advance Payments or SGLI.**

Data Element Name	Explanation
COMMON DATA	Enter “DV” in FORMAT identifier field. See common data format in <b>Table 32.7.</b> for common data field entries.
INDEBTEDNESS TYPE	4 - Advance payments and SGLI See <b>Table 32.4.</b> for codes and definitions.
COMMON DATA	See <b>Table 32.8.</b> for entries in common data fields of the D*07 formats.

**Table 32.15. DW03 – Collection of Partial Payments.**

Data Element Name	Explanation
COMMON DATA	Enter “DW” in FORMAT identifier field. See common data format in <b>Table 32.7.</b> for common data field entries.
INDEBTEDNESS TYPE	5 or 7. See <b>Table 32.4.</b> for codes and definitions.
COMMON DATA	See <b>Table 32.7.</b> for fields and entries.
VOUCHER NUMBER	Enter the voucher number of the Partial Payment. Do not leave blank. First position must be “P”.
Disbursing Station Symbol Number /Accounting and Disbursing Station Number	Enter the DSSN or ADSN making the payment. Zero-fill to the right. Cannot be blank.
PAY AUTHORIZATION CONTROL NUMBER	Enter a three-digit control number (001 - 999). Do not leave blank. All numbers must be used in sequence. If a payment authorization is cancelled, the control number is not reused.
COMPONENT OF PAY	Use Component of Pay of "A6" for partial payments. Do not use "A1".
COMMON DATA	See <b>Table 32.7.</b> for common data entries.

**Table 32.16. DW07 – Adjustment for Partial Payments.**

Data Element Name	Explanation
COMMON DATA	Enter “DW” in FORMAT identifier field. See common data format in <b>Table 32.8.</b> for common data field entries.
INDEBTEDNESS TYPE	Enter 5 or 7. See <b>Table 32.4.</b> for codes and definitions.
COMMON DATA	See <b>Table 32.8.</b> for entries in common data fields of the D*07 formats.

## Chapter 33

### CLAIMS

#### 33.1. Description:

33.1.1. In-Service Claims. Any written request or inquiry for pay and allowances due. When the input source can determine entitlement, they handle the transaction as a retroactive adjustment and submit a regular DJMS input transaction. The inquiry procedure (Chapter 3) or ReportWeb UH022-0400, AF MMPA can be used to determine previous periods of entitlements credited to member's account.

33.1.2. Out-of-Service Claim. Any request or inquiry for additional pay and allowances due from the Air Force for a separated member. Also, any action by the Air Force that results in additional pay or allowances due a separated member.

33.1.3. Previous Service Claim. Any request or inquiry for pay and allowances due for a period of previous service from an Air Force member who was separated and had a break in service of 1 day or more. Regular DJMS input cannot be used for a period of prior service regardless of time factors involved. These claims are processed the same as in-service claims sent to DFAS-IN/JFE.

33.1.4. Doubtful Claim. Generally a doubtful claim is one involving a question of propriety of payment rather than adequacy of documentation. A doubtful claim is a claim in which the agency, rather than the claimant, is not sure whether the claim should be paid. A claim is doubtful when in the exercise of reasonable prudence either a person having final responsibility for deciding appropriate administrative action or the person who, in accordance with applicable statutes, is held accountable if the claim were paid and then found to be incorrect, illegal, or improper, is unable to decide with reasonable certainty the validity and correctness of the claim.

33.1.5. Travel and Transportation Allowances. Follow procedures in AFI 65-114.

33.1.6. Shipment of Personal Property. Any request to the DOHA for a refund of an amount previously collected for excess cost of a shipment of personal property.

33.1.7. Advance Decision. See DOD 7000.14-R, Volume 5, Chapter 12.

33.1.8. Appeal (Reclaim). When a member is not satisfied with the determination of the agency adjudicating his/her claim, the member may appeal the determination to the claims group, DOHA. In an appeal (or reclaim), the agency position is clear, which usually involves a determination that the claim should not be paid.

#### 33.2. Supporting Documents for In-Service Claims:

33.2.1. When member believes they are due additional pay or allowance, the member prepares a claim letter which includes:

33.2.1.1. Date prepared.

33.2.1.2. Identification of items claimed, period(s) involved, and amounts, if available.

33.2.1.3. Claimant's signature and SSN.

33.2.2. Attaches any documents that support payment.

33.2.3. Submits claim to the Reserve Component Pay Office.

**33.3. Reserve Component Pay Office Actions.** Reviews claim, and:

33.3.1. Verifies previous periods of entitlement credited to member's account through inquiry procedures (Chapter 5) or ReportWeb UH022-0400. If a determination can be made regarding entitlement, process the transaction, attaching the claim as part of the substantiating documentation for the payroll file.

33.3.2. If adjudication of claim requires verification of creditable service beyond local capability, request verification directly from AFRC/DPSI. They either forward input to DFAS for adjustment of member's account or advise member that claim is invalid.

33.3.3. Submission of claim to DFAS-IN/JFE presumes that information cannot be obtained from AFAFO-F through inquiry channels or from other sources. Before submitting a claim that does not have enough information or documentation, try to obtain missing information or documentation.

33.3.3.1. If an interpretation of policy or legislation is required, ANG/FM or HQ AFRC/FM submits a request to AFAFO-F to obtain the interpretation. Once the missing interpretation of policy or legislation has been obtained, Reserve Component Pay Office either forwards input to DFAS for adjustment of member's account or advises member that claim is invalid.

33.3.3.2. After trying to obtain missing information or documentation, the claim still does not have enough information or documentation, submit to AFAFO-F through ANG/FM or HQ AFRC/FM for submission of a doubtful claim to DOHA.

33.3.3.3. For either [paragraph 33.3.3.1](#) or [paragraph 33.3.3.2](#) above include the following documentation:

33.3.3.3.1. Signed claim and any supporting documents and,

33.3.3.3.2. A letter of transmittal stating: facts surrounding claim, statement of questions to be resolved, Comptrollers recommendations concerning payment and reason, or reasons for no specific recommendation.

33.3.3.4. If member wishes to submit an appeal of an agency determination (see definition of appeal in [paragraph 33.1](#)), submit package (including agency's determination) to submit to AFAFO-F through ANG/FM or HQ AFRC/FM for submission to DOHA.

33.3.4. If the claim involves questionable marriages or validation of with-dependent rate BAH received on behalf of a purported spouse, submit as doubtful claim to DFAS-IN/JFLTBA. Refer to the JTR, Chapter 10 for additional guidance and information.

**33.4. Excess Cost on a Shipment of Personal Property.** A claim may only be submitted for an account which has previously been collected. Any amount not collected may not be included in the claim.

33.4.1. Substantiating Documents. When a member believes he or she is due an amount which was collected for excess cost, the member:

33.4.1.1. Prepares a claim letter which includes:

33.4.1.1.1. Date prepared.

33.4.1.1.2. Identification of period involved, amount claimed and reason for claim.

33.4.1.1.3. Date of rebuttal to through ANG/FM or HQ AFRC/FM for submission to JPPSO-SAT/ECAF. Attach copy of complete rebuttal package with determination. If rebuttal was not submitted, explain in detail why a rebuttal to the claim was not submitted before.

33.4.1.1.4. If member is enlisted, state whether a remission application was submitted and date. Attach a copy of the remission application and adjudicated DD Form 139.

33.4.1.1.5. Claimant's signature and SSN.

33.4.1.2. Attaches any documents which support claim.

33.4.1.3. Submits claim to Reserve Component Pay Office.

33.4.2. Reserve Component Pay Office Actions. Reviews the claim and ensures all applicable information is included. Completes the claim per DOD 7000.14-R, Volume 5. Prepares a transmittal letter addressed to ANG/FM or HQ AFRC/FM for submission to AFAFO-F and JPPSO-SAT/ECAF in turn. Then forwards the complete claim package to through ANG/FM or HQ AFRC/FM for submission to AFAFO-F. The debt may not be suspended when the claim is submitted.

33.4.3. DFAS Actions on Claims from Separated Members.

33.4.3.1. DFAS-IN/JFE settles claims from separated members, unless MMPA is not closed, then the claim(s) are processed by DFAS-IN/JFLTBA. Reserve Component Pay Office assists separated member in filing claim if the claimant contacts the Reserve Component Pay Office.

33.4.3.2. DFAS-IN/JFE either settles member's claim or forwards it to Claims Group-GGD, DOHA, Washington Disability Compensation 20548-0001, for final settlement. DFAS-IN follows up on unsettled DOHA claim 6 months after claim is sent to DOHA and every six (6) months thereafter until claim is settled. DFAS-IN sends status report to through ANG/FM or HQ AFRC/FM that submitted claim after reply is received from DOHA.

**33.5. Claims Involving Agencies Outside Air Force.** Process as prescribed by the agency concerned.

**33.6. Claims Sent to DFAS-JFE/IN.**

33.6.1. Mailing Address: **DFAS-IN/JFEAA, 8899 E. 56th St., Department 3300 (ATTN: COR/Claims), Indianapolis, IN 46249-3300,**

33.6.2. Fax: **Fax number is 317-510-8654, DSN 699.**

33.6.3. Public email address is: Defense Finance and Accounting [Services-oosdebt@mail.mil](mailto:Services-oosdebt@mail.mil).

## Chapter 34

### SPECIAL PROGRAMS

#### *Section A—Air Force ROTC (AFRC and Air Force ROTC).*

#### **34.1. Air Force ROTC (AFRC and Air Force ROTC).**

##### 34.1.1. Field Training Entitlement Overview.

34.1.1.1. AFRC and Air Force ROTC participants are entitled to a monthly subsistence allowance, payment of books and fees, payment of commutation Unit Training Assembly/clothing allowance, and summer camp/training base pay, as applicable.

34.1.1.2. In November 1995, the AFRC and Air Force ROTC MU system were replaced by the DJMS-RC system and JUMPS Data Collection III. Checks are issued by DJMS-RC via Direct Deposit/Electronic Funds Transfer and pay report is provided by DFAS-IN to HQ AFRC and Air Force ROTC, Maxwell AFB, Alabama.

34.1.1.3. Pay data is created via the AFRC and Air Force ROTC Financial Cadet Logistics Information Management System and JDC III. Corrections are made at HQ AFRC and Air Force ROTC using the Reserve Component Input System. Reserve Component Input Subsystem, subsystem used by DFAS processing.

34.1.1.4. AFRC and Air Force ROTC is the overall Air Force ROTC program administrator. Refer to the Air Force Financial Cadet Logistics Information Management System user's manual for required documents and procedures in processing personnel and pay information.

##### 34.1.2. Systems Interface.

34.1.2.1. Software, created and maintained by the AFRC and Air Force ROTC systems communication branch, is used to extract key data from the Air Force Financial Cadet Logistics Information Management System. This data is then passed to DJMS-RC for pay purposes.

34.1.2.2. AFRC and Air Force ROTC personnel at the senior units (detachments and operating locations located at universities and colleges) transmit data to HQ AFRC and Air Force ROTC via the AFRC and Air Force ROTC electronic mail network, to create transactions to update the cadet master file. Data includes payment request and personnel data for students. Refer to the Air Force Financial Cadet Logistics Information Management System user's manual for more information.

34.1.2.3. AFRC and Air Force ROTC generates the DJMS-RC transactions and transmits the personnel and pay request data to DFAS-IN. DJMS-RC processes, records and reports the ROTC data. For example, AFRC and Air Force ROTC sends the accession transactions, AA1, A05, A06, A07, and A08 to DJMS-RC. If all the transactions process, DJMS-RC establishes the MMPA and the student master file. Payments to students, such as ROTC subsistence, books and fees, and commutation/clothing allowances, are processed by DJMS-RC based on the pay request transactions received from AFRC and Air Force ROTC. Recycles and rejects are reported back to AFRC and Air Force ROTC.

34.1.2.4. AFRC and Air Force ROTC submits the personnel and pay corrections using the Reserve Component Input System, and XCOM, a communications data transfer package, to DFAS-IN. See the Joint Automated Data Systems Manual, Book II, for instructions on how to use Reserve Component Input Subsystem. See the AFRC and Air Force ROTC XCOM Desktop Guidance for using XCOM.

34.1.2.5. ROTC Summer Camp and ROTC Field Training pay request data is input by the Air Force active duty base where this training occurs. Data is created and transmitted to DJMS-RC via JDC III. See AFMAN 65-116 Volume 1.

### 34.1.3. Accessions.

#### 34.1.3.1. Gains to DJMS-RC

34.1.3.1.1. HQ AFRC and Air Force ROTC submits the following transactions to DJMS-RC to establish the MMPA (MMPA) and student master files: TINs AA1, A05, A06, A07, and A08. The accession transactions provide the basic member data, to include: name, SSN, unit identification, mailing address, tax status, and elections.

34.1.3.1.2. The TINs AA1, A06, A07, and A08 need to process in order to create a full gain and establish the MMPA. The TIN A05, when processed, establishes the student master, to include the following data: enrollment date, school code, projected graduation or separation date, program code, and program effective date.

##### 34.1.3.1.2.1. TIN AA1, [Table 43.33.](#), Special Processing Instructions:

34.1.3.1.2.1.1. Pay Date field, equals the date of gain and be a valid date in YYMMDD order.

34.1.3.1.2.1.2. Officer Service Date, blank for ROTC.

34.1.3.1.2.1.3. Aviation Service Date, blank for ROTC.

34.1.3.1.2.1.4. Non-Prior Service Indicator, blank for ROTC.

34.1.3.1.2.1.5. Current Grade, “99” for ROTC.

34.1.3.1.2.1.6. Effective Date, is the ROTC start date in YYM- MDD order. This is the date the ROTC account is established.

34.1.3.1.2.1.7. PAS code, is the ROTC PAS code.

34.1.3.1.2.1.8. ST-PGMA, “AN” for ROTC.

##### 34.1.3.1.2.2. The following fields in the TIN A06, [Table 2.7.](#), blank for ROTC:

34.1.3.1.2.2.1. Final Leave Indicator, appropriate leave code.

34.1.3.1.2.2.2. Desert Shield-Storm Indicator, appropriate Desert Shield Indicator.

34.1.3.1.2.2.3. Prior Service Leave Sold, leave code according to DD 214.

34.1.3.1.2.2.4. Unit Training Assembly’s Authorized.

34.1.3.1.2.2.5. Basic Allowance for Quarters Status.

34.1.3.1.2.2.6. Basic Allowance for Quarters Date of Birth Prime Dependent.



34.1.3.1.2.3. See Chapter 43, [Table 43.33.](#), for the TIN AA1 transaction format. See Chapter 2 for the TIN A06 ([Table 2.7.](#)), TIN A07 ([Table 2.8.](#)), and TIN A08 ([Table 2.9.](#)) formats. See [Table 34.6](#) for the TIN A05 format and [paragraph 34.6.](#) for more information.

34.1.3.2. Dual Status. Dual status for ROTC purposes is defined as a member who maintains status both in ROTC and in a regular Reserve or Guard unit. When a member has status in both the ROTC and Guard/Reserve program, the MMPA records the Guard/Reserve data and the student master records the ROTC data. Taxable wage and tax information is recorded on the MMPA.

34.1.3.3. SGLI. See Chapter 31 for codes and amounts of coverage.

34.1.3.4. Administrative Information. HQ AFRC and Air Force ROTC submits the administrative information to DJMS-RC for all ROTC members. If a member is in a dual status, both the Guard/Reserve Payroll/Personnel offices and HQ AFRC and Air Force ROTC may submit applicable changes to DJMS-RC. Regardless of the source, the last transaction submitted and processed posts to the MMPA and student master. As an example, if the Guard payroll office submits a TINs A07 and A08 to change the member's address on Julian date 125, those transactions update the member's address again. If then, HQ AFRC and Air Force ROTC submits a TINs A07 and A08 to change the member's address on Julian date 127, the member's address is updated again.

34.1.3.4.1. Address Change: TINs A07 and A08 (see [Table 2.8.](#) and [Table 2.9.](#)).

34.1.3.4.2. Tax Election Change: TIN A17 (see [Table 30.2.](#)).

34.1.3.4.3. State Code for tax purposes change: TIN A26 (see [Table 30.3.](#)).

34.1.3.4.4. Financial Institution (Direct Deposit/EFTS): TIN A18

34.1.3.4.5. Name Change/SSN Change: TIN 102 or TIN 104 (see [Table 43.35.](#)).

34.1.3.4.6. Life Insurance Change: TIN A27 (see [Table 31.3.](#)).

34.1.3.4.7. Enrollment Date Change: TIN A05 (see [Table 34.6.](#)).

34.1.3.4.8. Graduation Date Change: TIN A05 (see [Table 34.6.](#)).

34.1.3.4.9. Separation from ROTC Program: TIN A05 with Graduation Date equal to Separation Date (see [Table 34.6.](#)). **Note:** Do not use a TIN 900 to separate ROTC members.

34.1.3.5. Student Master. The MMPA has an "R" in the ROTC/High Performance Incentive Program-IND field to indicate this member is ROTC and has a Student Master File. See Chapter 34, for more information.

34.1.4. DJMS-RC Payments. DJMS-RC pays the following ROTC payments:

34.1.4.1. Housing Allowance

34.1.4.2. Books

34.1.4.3. Commutation/Clothing Allowance

34.1.4.4. Summer Camp/Training Base Pay

34.1.5. ROTC Entitlements. See DOD 7000.14-R, Volume 7A, Chapter 38, for a description ROTC entitlements. In DJMS-RC, the ROTC entitlements are identified by the program codes listed below.

34.1.5.1. NS00 – Non-contracted/Non-scholarship. Member is entitled to ROTC Training Base Pay.

34.1.5.2. NS01 – Non-contracted/Non-scholarship – 1st year. Member is entitled to:

34.1.5.2.1. ROTC Training Base Pay

34.1.5.2.2. ROTC Commutation/Clothing

34.1.5.3. SC01 – Contracted Scholarship – 1st year. Member is entitled to:

34.1.5.3.1. ROTC Training Base Pay

34.1.5.3.2. ROTC Subsistence

34.1.5.3.3. ROTC Books

34.1.5.3.4. ROTC Commutation/Clothing

34.1.5.4. NS02 – Contracted Scholarship – 2nd year. Member is entitled to:

34.1.5.4.1. ROTC Training Base Pay

34.1.5.4.2. ROTC Commutation/Clothing

34.1.5.5. STIN C02 – Contracted Scholarship – 2nd year. Member is entitled to:

34.1.5.5.1. ROTC Training Base Pay

34.1.5.5.2. ROTC Subsistence

34.1.5.5.3. ROTC Books

34.1.5.5.4. ROTC Commutation/Clothing

34.1.5.6. NS03 – Contracted Non-scholarship – 3rd year. Member is entitled to:

34.1.5.6.1. ROTC Training Base Pay

34.1.5.6.2. ROTC Subsistence

34.1.5.6.3. ROTC Commutation/Clothing

34.1.5.7. SC03 – Contracted Scholarship – 3rd year. Member is entitled to:

34.1.5.7.1. ROTC Training Base Pay

34.1.5.7.2. ROTC Subsistence

34.1.5.7.3. ROTC Books

34.1.5.7.4. ROTC Commutation/Clothing

34.1.5.8. NS04 – Contracted Non-scholarship – 4th year. Member is entitled to:

34.1.5.8.1. ROTC Training Base Pay

34.1.5.8.2. ROTC Subsistence

- 34.1.5.8.3. ROTC Commutation/Clothing
- 34.1.5.9. SC04 – Contracted Scholarship – 4th year. Member is entitled to:
  - 34.1.5.9.1. ROTC Training Base Pay
  - 34.1.5.9.2. ROTC Subsistence
  - 34.1.5.9.3. ROTC Books
  - 34.1.5.9.4. ROTC Commutation/Clothing
- 34.1.5.10. NS05 – Contracted Non-scholarship approved – 5th year. Member is entitled to:
  - 34.1.5.10.1. ROTC Training Base Pay
  - 34.1.5.10.2. ROTC Subsistence
- 34.1.5.11. SC05 – Contracted Scholarship approved – 5th year. Member is entitled to:
  - 34.1.5.11.1. ROTC Training Base Pay
  - 34.1.5.11.2. ROTC Subsistence
  - 34.1.5.11.3. ROTC Books
- 34.1.5.12. ROTC Subsistence Allowance
  - 34.1.5.12.1. Refer to the AIR FORCE CADET LOGISTICS INFORMATION MANAGEMENT SYSTEM user’s manual for required documents and procedures.
  - 34.1.5.12.2. Subsistence payments are based on the start and stop dates, and the pay status codes input on the TIN A24.
    - 34.1.5.12.2.1. To pay subsistence: HQ AFRC and Air Force ROTC submits the TIN A24, with a pay status of “X” to DJMS-RC for payment.
    - 34.1.5.12.2.2. Change subsistence: HQ AFRC and Air Force ROTC submits the TIN A24.
    - 34.1.5.12.2.3. To stop subsistence: HQ AFRC and Air Force ROTC submits the TIN A24.
    - 34.1.5.12.2.4. To collect overpaid subsistence: HQ AFRC and Air Force ROTC submits the TIN C03 to collect overpaid subsistence. DJMS-RC computes the amount of collection and establishes the debt on file. See [Table 32.3](#). for format and instructions.
    - 34.1.5.12.2.5. The component of pay for ROTC subsistence is “FS”.
- 34.1.5.13. ROTC Books.
  - 34.1.5.13.1. Refer to the AIR FORCE CADET LOGISTICS INFORMATION MANAGEMENT SYSTEM user’s manual for required documentation and procedures. HQ AFRC and Air Force ROTC authorizes the payment.

34.1.5.13.2. To pay books: HQ AFRC and Air Force ROTC submits a TIN D02, action indicator “A” with the certified amount to pay (non-taxable). Use component of pay “AV”. See [Table 43.3](#). for the complete TIN D02 format and instructions.

34.1.5.13.3. To collect books: HQ AFRC and Air Force ROTC submits a TIN D02 with action indicator “C”, and overpaid amount. Use component of pay of “AV”. See [Table 43.3](#) for the complete TIN D02 format and instructions.

34.1.5.13.4. ROTC Uniform/Commutation/Clothing Allowance.

34.1.5.13.4.1. Refer to the AIR FORCE CADET LOGISTICS INFORMATION MANAGEMENT SYSTEM user’s manual for required documentation and procedures. HQ AFRC and Air Force ROTC authorizes the payment.

34.1.5.13.4.2. To pay ROTC uniform/commutation/clothing allowance: HQ AFRC and Air Force ROTC submits the TIN D02 transaction, with action indicator “A”, and certified amount to pay. Use component of pay “AU”. See [Table 43.3](#). for the complete TIN D02 format and instructions.

34.1.5.13.4.3. To collect ROTC uniform/commutation/clothing allowance: HQ AFRC and Air Force ROTC submits the TIN D02, with action indicator “C” and overpaid amount. Use component of pay “AU”. See [Table 43.3](#). for the complete TIN D02 format and instructions.

34.1.5.14. AFRC and Air Force ROTC Summer Training.

34.1.5.14.1. AFRC and Air Force ROTC members who participate in training are entitled to pay per DOD 7000.14-R, Volume 7A, Chapter 38, and to travel allowances.

34.1.5.14.2. HQ AFRC and Air Force ROTC issues the orders. The ROTC members/candidates report to duty at the active duty bases stated on the orders. The order includes the pay and accounting information.

34.1.5.14.3. The component of pay for ROTC training is “AR”.

34.1.5.14.4. Summer Training Personnel Data Responsibility. HQ AFRC and Air Force ROTC provides personnel data, including the TD Form W-4 for tax elections, state of legal residence, SGLI, and address change information, to DJMS-RC prior to the member’s field training tour.

34.1.5.14.5. Summer Training Base Pay Data Input Responsibility.

34.1.5.14.5.1. Summer training base pay payment is processed by DJMS-RC. Training base pay information and instructions are included in the order (HQ AFRC and Air Force ROTC issues the orders). Verification of duty dates is required.

34.1.5.14.5.2. The DA0/FMF providing accounting and finance service to the base where training is conducted is responsible for payment of pay and travel allowances. Active Duty base personnel input DJMS-RC pay data using JDC III PC-based software. Starting in 1996, payment of training is accomplished by inputting the appropriate pay transactions via JDC III at the training site. Refer to AFMAN 65-116 Volume 1 for ROTC input procedures.

34.1.5.14.5.2.1. For tours of less than 30 days, input the DJMS-RC TIN C01 (see Table 9.3. for format and instructions). The TIN C01 needs to contain the training base pay start date, stop date, and APC.

34.1.5.14.5.2.2. For tours of 30 days or more, input the DJMS-RC TIN A24. The TIN A24 needs to contain the training base pay start date, stop date, and APCs. Pay is not authorized for the 31st day of any month for tours of 30 days or more.

34.1.5.14.5.2.3. Input the advance pay amount data using the DV03 transaction if advance pay is issued at the training site. See Table 32.17. for the format and instructions.

34.1.5.14.5.2.4. Input the partial pay amount data using the DW03 transaction if partial pay is issued at the training site. See Table 32.19. for the format and instructions.

34.1.5.14.5.2.5. Refer to AFMAN 65-116, Volume 1, for input screens, instructions, and explanation of how to submit the transaction to DFAS-IN using JDC III.

34.1.5.14.5.2.6. Transmit the data to DFAS-IN for processing in DJMS-RC. DJMS-RC processes, records, and reports the data. If applicable DJMS-RC produces the training base pay payment.

34.1.5.15. Summer Training Administration. See AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*

34.1.5.16. Summer Training Base DAO/FMF.

34.1.5.16.1. The training base DAO/FMF pays travel allowances to AFRC and Air Force ROTC cadet members and applicants, including processing settlement vouchers. Travel pay is not paid by DJMS-RC. The member prepares DD Form 1351-2 and submits the form, through the administrative staff and commanding officer, for payment.

34.1.5.16.2. HQ AFRC and Air Force ROTC transmits the TD Form W-4 and SGLI data to DJMS-RC.

34.1.5.16.3. The training base DAO/FMF processes advance pay or partial pay upon approval of the summer training administrative staff or HQ AFRC and Air Force ROTC. The DAO/FMF is responsible for JDC III input of partial or advance pay.

34.1.5.16.4. The DAO/FMF inputs the appropriate pay transactions, entering the training dates, APCs, name, SSN, etc., as indicated on the order, into the appropriate data fields using JDC III.

34.1.5.16.5. The field training commander (or summer training project officer) signs the pay certification report. The signature certifies that training was performed and pay was authorized for the training dates entered.

34.1.5.17. TD Form W-2 and Tax Deposits.

- 34.1.5.17.1. For training tours, prior to 1996, prepares TD Form W-2, using the local Internal Revenue Service employer identification number (EIN), for all payments to show taxable income, and FICA / FITW deductions for each member shown on the voucher. Give the “employee” copies of the TD Form W-2 to the member at the time of final payment.
- 34.1.5.17.2. Forwards the original copy of the W-2, along with a copy of the tax collection voucher, to civilian payroll for disbursement of taxes.
- 34.1.5.17.3. Deposits FITW and FICA taxes collected in deposit fund account 57X6875.0010 which is locally maintained. **Note:** Starting in 1996, all pay is accomplished by the DJMS-RC system. Therefore, all W-2’s are issued by DFAS-IN.
- 34.1.5.17.4. DFAS-IN prepares the TD Form W-2 and mails it to the DJMS-RC MMPA address. DFAS-IN files the TD Form 941, sends the tax deposits and tax reports to the taxing authorities for all payments made by DJMS-RC. For tax year 1995, the ROTC Cadet could possibly receive two W-2’s – one from DJMS-RC and one from HQ AFRC and Air Force ROTC. The DJMS-RC W-2 shows only those payments made using the DJMS-RC system. Units are notified of the date AFR and Air Force ROTC converts to DJMS-RC.
- 34.1.5.17.5. See Chapter 30, “Federal/State Income Tax and Federal Insurance Contributions”, for more information on taxes.
- 34.1.6. Field Training Program, Payment of Disabled AFR and Air Force ROTC members.
- 34.1.6.1. Members are entitled to continued pay and allowances per DOD 7000.14-R, Volume 7A, paragraph 080409.
- 34.1.6.2. Use procedures in [paragraph 34.1.5.4.](#), “Summer Training Base DAO/FMF”.
- 34.1.6.3. Obtain the AF Form 1971 properly modified and signed by the service medical officer with AF Form 348 attached.
- 34.1.6.4. Type the following certificate on a voucher below the member’s name, for signature by the training commander. Each copy of the voucher should have an original signature.
- 34.1.6.4.1. “I certify that AFR and Air Force ROTC student (Name) AFR and Air Force ROTC Detachment No. was found to have (contracted disease) (incurred a personal injury) (in line of duty) (not in line of duty) while undergoing field training at the Air Force ROTC Field Training Unit at (location) (see attached AF Form 1971).
- 34.1.6.4.2. The above-named AFR and Air Force ROTC student reported to the AFR and Air Force ROTC field training unit on (date) and was hospitalized from (date) to (date). The AFR and Air Force ROTC Field Training Unit at (location) closed (date).”
- 34.1.6.5. An extension of orders authorizing attendance at field training is not required to support payments for periods of hospitalization or disability.
- 34.1.7. Field Training Program – Burial Expenses.
- 34.1.8. Other Travel Payments.
- 34.1.8.1. Scholarship Enlistment Travel Entitlements

- 34.1.8.1.1. AFR and Air Force ROTC members enrolled under the college scholarship program are entitled to travel allowances for travel on initial entry into the program.
- 34.1.8.1.2. If the member is terminated from the program and the institution, transportation to the member's home of record is authorized – if the member actually travels to home of record.
- 34.1.8.2. Travel Entitlement for Medical Examinations or to Observe Military Functions. AFR and Air Force ROTC cadets may be furnished transportation and subsistence or be paid a mileage allowance.
- 34.1.8.3. Travel Payment Responsibility. The DAO/FMF that provides travel payment support to the AFR and Air Force ROTC detachment makes travel payments to these members.
- 34.1.8.4. Travel Payment Procedures.
  - 34.1.8.4.1. Member prepares DD Form 1351-2 per AFMAN 65-116, Volume 3 and submits it to the AFR and Air Force ROTC detachment administrative staff which processes the voucher to the paying DAO/FMF.
  - 34.1.8.4.2. The DAO/FMF makes payment per AFMAN 65-116, Volume 3.
- 34.1.9. Institutional Program – Other Payments.
  - 34.1.9.1. Entitlements. See DOD 7000.14-R, Volume 7A.
  - 34.1.9.2. Payment Responsibility. The Defense Finance office operating location (OPLOC) that supports HQ AFRC and Air Force ROTC, Maxwell AFB, AL, is responsible for all other institutional program payments.
- 34.1.10. Graduates Ordered to Active Duty – Over 180 Days. Graduates ordered to active duty for more than 180 days are paid under DJMS-AC during the period of active duty (see AFMAN 65-116, Volume 1).
- 34.1.11. Special Duty. An AFR and Air Force ROTC member may be invited to represent the United States or United States Air Force in an official capacity for specified purposes Reserve Pay Offices. The invitation to perform such duty usually originates with DoD, and HQ AFRC and Air Force ROTC arranges for appropriate orders to be issued. During such periods of special duty, the member is in a pay status on the same basis as for training.
  - 34.1.11.1. Payment Responsibility – Special Duty. The organization responsible for JDC III input for basic pay and travel allowances are reflected on the AFR and Air Force ROTC cadet member's orders.
  - 34.1.11.2. Payment Procedures – Special Duty.
    - 34.1.11.2.1. Member: Prepares DD Form 1351-2 per AFMAN 65-116, Volume 3.
    - 34.1.11.2.2. AFR and Air Force ROTC Detachment Administrative Staff: Forwards the orders, travel vouchers, and supporting documents, as applicable, to the paying DAO/FMF.

34.1.12. DJMS-RC Payments Outside Immediate Access Storage. Immediate access storage is the current month plus 11 preceding months. Any actions requiring payments or collections outside this 12-month window requires submitting a TIN D02 with the appropriate action code. See Chapter 43 for complete instructions on making payments or collections outside Immediate Access Storage.

### **34.2. Section B – Health Profession Incentive Programs.**

34.2.1. General Information. This section covers accounts maintenance for members participating in the Health Professions Incentive Programs.

34.2.2. Accounts are serviced by the AFR payroll office located at the ARPC (Air Force Reserve Pay Office /FMFQ-P) with the exception of active and inactive duty performed by members in the health professions stipend program (Specialized Training Assistance Program) who are dually assigned and performing with an active reserve unit.

34.2.3. Student information is furnished to the payroll office by the Directorate of Health Services, Medical Incentive Programs Division (ARPC/SGI) at the same location.

34.2.4. PCN UH022-0058, Health Professions Pay Management Report, is provided on a monthly basis as a management tool for High Performance Incentive Program pay accounts.

34.2.5. Definition of Programs.

34.2.5.1. Financial Assistance Program (FAP). See DOD 7000.14-R, Volume 7A, Chapter 60, paragraph 6005, for more information on FAP.

34.2.5.2. Health Professional Stipend. See DOD 7000.14-R, Volume 7A, Chapter 62, for more information on the Health Professional Stipend Program.

34.2.6. Programs.

34.2.6.1. Programs are identified by a program code and all student activity is recorded on a subsidiary file called the student master with the exception of grant payments which are recorded on the bonus master.

34.2.6.2. See [Table 34.7](#) for program codes.

34.2.7. Student Master. The MMPA has an “H” in the ROTC/ High Performance Incentive Program-IND: field to indicate this member is High Performance Incentive Program and has a student master file. See Chapter 34, Section F, for information about establishing a student master for High Performance Incentive Program/ROTC students.

34.2.8. Stipend Payments.

34.2.8.1. Stipend Payments automatically stop on the graduation date recorded on the student master and a date of separation and loss counters is posted to the MMPA except for Specialized Training Assistance Program participants in a dual status.

34.2.8.2. The Stipend stops for dually assigned Specialized Training Assistance Program participants but the MMPA is left open for payments being made by the active unit.

34.2.9. Separation of Medical Students.

34.2.9.1. The graduation date on the student master is used to separate members, or for a leave of absence, the pay status is curtailed until an amended graduation date is known.



34.2.9.2. Do not use TIN 900 to report a separation for a medical student.

34.2.10. Tuition, Fees, and Books.

34.2.10.1. Tuition, Fees, and Books are managed by AFIT/CIMJ and are paid by DJMS-RC.

34.2.10.2. When payments are made using TIN D02 transactions (see Chapter 43 and [Table 43.3](#)), the amounts accumulate on the student master.

34.2.11. Accessions. Accessions are processed as for any other member of the Air Reserve Forces using the TINs AA1, A06, A07, A08 transactions (see Section 2.2.)

34.2.11.1. High Performance Incentive Program Participants – TIN A05 to Establish Student Master. For High Performance Incentive Program participants, a TIN A05 is to be processed (see [Table 34.6](#) for TIN A05 format). The TIN A05 establishes the student master and posts a student indicator on the MMPA. When the TIN A05 processes the PAS code, PEC, and ST-PGMA, the MMPA moves to the student master – except for Specialized Training Assistance Program participants dually assigned. For details on the student master see [paragraph 34.6](#). See [Table 34.6](#) for the TIN A05 format.

34.2.11.2. Dually Assigned Members. For dually assigned members only the TIN A05 is needed for an accession; the MMPA is maintained by the active unit. For details on the student master, see [paragraph 34.6](#)

34.2.12. Electronic Fund Transfer. High Performance Incentive Program participants are required to participate in direct deposit, that is, pay is sent via electronic fund transfer to an account in the member's chosen financial institution.

34.2.12.1. The TIN A18 is used to record the financial institution and account information on the MMPA.

34.2.12.2. The TIN A18 is used to establish a change or stop the transfer of funds.

34.2.12.3. The TIN A18 should be submitted at the same time as the accession transactions. It may also be submitted at any other time to change or stop the direct deposit account. See Chapter 2 for more information on accessions.

34.2.12.4. See Chapter 7, for more information about the requirements for mandatory direct deposit. Hard copy checks are not used to issue payments to the member.

34.2.13. Stipend Payments. TIN A24 s are used to start, stop, or correct stipend payments.

34.2.13.1. For Health Professionals, the stipend start date should be the same as the enrollment date or the current program effective date. The stop date should be the same as the graduation date; however, this may not always be the case.

34.2.13.2. Normally, stipend resumes after an active duty tour is paid and continues until the graduation date is reached.

34.2.14. Break in Service.

34.2.14.1. When there is a break in service the TIN A24 may be used to stop stipend after an active tour has been paid. In such cases, the beginning date would be the date immediately following the latest active tour end date.

#### 34.2.14.2. Pay Status Code Changes and the TIN A24.

34.2.14.2.1. When stipend is being started for the first time or restarted after a break in service (student master pay status is “A”) the TIN A24 is coded with an action indicator of “N”.

34.2.14.2.2. When an existing TIN A24 (pay status is “X”) is being changed, the TIN A24 is “Y”.

34.2.14.2.3. Calendar posting for stipend is a “70” on the student master. (See Table 9.1. for pay status codes.)

34.2.15. Orientation. Attending orientation prior to being paid a stipend, i.e., the member attends orientation in July and does not become entitled to stipend until September, it is necessary to start the stipend in September even though the member is paid an active duty tour in July.

#### 34.2.16. Active Duty Payments.

##### 34.2.16.1. Active Duty Requirements.

34.2.16.1.1. Active duty tours for both Health Professional Scholarship Program and FAP personnel are paid using the TIN A24 with pay status “O” (special training).

34.2.16.1.1.1. Health Professional Scholarship Program participants are required to perform 45 days of active duty each contract year.

34.2.16.1.1.2. FAP participants are required to perform 14 days of active duty each contract year.

34.2.16.1.1.3. Specialized Training Assistance Program participants are not required to perform active duty unless they are dually assigned to an active unit in which case the active unit inputs the pay transactions.

34.2.16.1.2. See [paragraph 34.2.6.](#) for more information.

34.2.16.2. Pay and Allowances. Special pays and allowances are extracted from the MMPA for active duty tours. The following would apply to Health Professional Scholarship Program and FAP participants:

34.2.16.2.1. Basic Pay – Health Professional Scholarship Program Participants. Health Professional Scholarship Program participants are paid as 2nd Lieutenants regardless of the rank they may have held prior to entering the program. They can carry forward the creditable service they have accumulated when they enter; however, longevity does not accrue while they are in the program. For instance a member enters with over 10 years of service and over 4 years active enlisted service. The member would be paid as a 01 with over 10 years creditable service for any active duty performed while in the program. Active duty days are posted as a “50” on the student master calendar.

- 34.2.16.2.2. Basic Pay – FAP Participants. FAP participants are paid at the appointed rank for their active duty tours. They also may carry forward the creditable service they have accumulated when they enter the program, however, longevity does not accrue while they are in the program. For instance a member enters the program as a major with over six years of service. The member would be paid as a 04 with over 6 years creditable service for any active duty performed while in the program. Active duty days are posted as “50” on the student master calendar.
- 34.2.16.2.3. Basic Pay – Specialized Training Assistance Program Participants.
- 34.2.16.2.3.1. Specialized Training Assistance Program Participants are not required to perform active duty tours unless they are dually assigned to an active Guard or Reserve unit. If they are assigned to an active unit the active and inactive duty is paid by the unit they are participating with and is recorded on the main MMPA calendar.
- 34.2.16.2.3.2. See Chapter 6 for more information on the main MMPA calendar. See **Chapter 8** for more information.
- 34.2.16.2.3.3. Stipend does not stop when AD/IAD is paid.
- 34.2.16.3. Basic Allowance for Quarters.
- 34.2.16.3.1. This allowance is paid based on the Basic Allowance for Quarters status recorded on the MMPA. Initially it is posted from the TIN A06, however, if there are any changes in the member’s Basic Allowance for Quarters status, a TIN A15 (see **Table 13.1.**) is processed to change it.
- 34.2.16.3.2. Married members are always paid Basic Allowance for Quarters at the “with dependent” rate. Single members are automatically paid “partial Basic Allowance For Quarters” unless a TIN A30 is submitted to pay Basic Allowance for Quarters single “in own right” when quarters are not available. See Section 14.3. for more information.
- 34.2.16.3.3. Retroactive payments (i.e., payments made for entitlements due for prior dates) are made using a TIN C04. See Section 27.2. and Table 27.4. for transaction format.
- 34.2.16.3.4. See Chapter 14, “Basic Allowance for Quarters”, for more information.
- 34.2.16.4. BAS. Officers are automatically paid this allowance. Input is not necessary. See Chapter 13 for more information.
- 34.2.16.5. Uniform Allowance. Members entitled to a uniform allowance are paid using the TIN B06. See Chapter 15 for more information.
- 34.2.16.6. Family Separation Allowance.
- 34.2.16.6.1. Health Professional Scholarship Program members separated from their families for more than 30 days are entitled to Family Separation Allowance. This entitlement is reported using the A33 transaction. See Chapter 17 for more information.
- 34.2.16.6.2. Retroactive payments (i.e., payments made for entitlements due for prior dates) are made using a TIN C05.

### 34.2.16.7. Medical, Dental, Veterinary, and Optometry Special Pay

#### 34.2.16.7.1. FAP Participants.

34.2.16.7.1.1. FAP participants may be entitled to receive Medical, Dental, Veterinary and Optometry Special Pay. The entitlement may be recorded as part of the accession action using a TIN A28 and is paid automatically with the active duty tour. See Chapter 19 for more information.

34.2.16.7.1.2. Retroactive payments (i.e., payments made for entitlements due for prior dates) are made using a TIN D02 transaction. For more information, see Chapter 43, **paragraph 43.4.2** for non-automated adjustments inside/outside Immediate Access Storage and **Table 43.3.** for TIN D02 input transaction format.

34.2.16.7.2. Health Professional Scholarship Program Participants. Health Professional Scholarship Program participants are not entitled to this special pay.

34.2.16.8. Reimbursable Expenses. In rare cases the payroll office may be asked to reimburse a member for books or fees. If the need should arise, use the TIN D02 with the appropriate component of pay. See Chapter 43, **Table 43.13.**)

### 34.2.17. Active Duty Reporting and Payment.

#### 34.2.17.1. Health Professions Scholarship Program

##### 34.2.17.1.1. Prior to Active Duty Start Date:

34.2.17.1.1.1. The TIN A24 “O” status tour can be input up to 90 days prior to the start date of the active duty tour.

34.2.17.1.1.2. The TIN A24 should be input as near as possible to the reporting date to allow for adjustments to the tour dates or possible cancellation of the tour.

##### 34.2.17.1.2. After the Active Duty Start Date – 45 Day Tour.

34.2.17.1.2.1. In the event the active duty orders are received late for HEALTH PROFESSIONAL SCHOLARSHIP PROGRAM or FAP participants, and the stipend has already been paid for all or a part of the tour, it is not necessary to collect back the stipend prior to submitting the TIN A24, pay status “O”. The system automatically collects the stipend and pays basic pay and allowances.

34.2.17.1.2.2. When the active duty tour has paid out, the pay status reverts to stipend automatically unless the active duty tour is paid before the stipend entitlement commences. If the tour is totally retroactive, stipend payments continue uninterrupted.

#### 34.2.17.2. FAP.

- 34.2.17.2.1. Process a TIN C01 to pay FAP participants their 14 day tour of active duty. It is not necessary to stop the stipend or collect the stipend paid, DJMS-RC curtails the stipend payments, set up a debt, pay the active duty tour and resume stipend payments at tour end. The tour is not input until it has been completed (use tour type 5, special training and check disposition 1). Payment is sent to the financial institution of the member's choice, or to the home address on the member's MMPA if no Electronic Funds Transfer information is present on the MMPA. Reference C01 format in Chapter 9.
- 34.2.17.2.2. Member is paid for actual days of performance. That is, if the 31st day of a month is involved, it is paid as a day of duty. If the 29th and 30th of February are involved (non-leap year) they are not paid.
- 34.2.17.3. Adjustments to Active Duty Payments.
- 34.2.17.3.1. Retroactive payments for special pay and allowances not paid with the active duty tour may be paid using TIN C04 or TIN C05 if the payment is within Immediate Access Storage. (See Chapter 27.)
- 34.2.17.3.2. Retroactive Payments for additional entitlements or duty performed outside Immediate Access Storage require input of unique transactions. (See Chapter 43.)
- 34.2.18. Accrued Leave Payments. Health Professional Scholarship Program participants accrue leave on their 45 day tour. To pay the unused accrued leave, process a C11 transaction after the tour has been completed. (See Chapter 29.)
- 34.2.19. Erroneous Payments.
- 34.2.19.1. Payments made in error may be collected back using a TIN C03 (see [Table 32.3](#).) if, at the time of collection, the dates are still within Immediate Access Storage. If the payment needs to be corrected, it may require input of a C04 or C05 transaction to make the payment correctly. For example: If a member was paid Basic Allowance For Quarters partial rate on the active duty tour and should have been paid single in own right, it is necessary to use a TIN C03 to collect the partial rate and a C04 transaction to pay the correct rate.
- 34.2.19.2. If the adjustment is outside Immediate Access Storage, a TIN D02 transaction would be used to either collect and repay or pay the difference.
- 34.2.19.3. Overpayments require input of a TIN C03 when the overpayment is within Immediate Access Storage or a unique transaction payment is outside Immediate Access Storage (see Chapter 43). This applies to both stipend and active duty pay and allowances.
- 34.2.19.4. Erroneous payment of uniform allowances would require a DQ03 (see [Table 32.7](#).) and a B06 transaction (see Table 15.4.), action indicator "2", to adjust the MMPA.
- 34.2.19.5. Erroneous payment of leave requires a military pay order to DFAS-IN/FJPR to collect the leave, clear history file one and adjust leave days recorded on the MMPA.
- 34.2.19.6. Other indebtedness is reported as with any other account (see Chapter 32).

34.2.20. Transfers. Members transferring from one program to another are treated as a new gain. Personnel submits the TIN AA1 and payroll office submits the TINs A05, A06, A07, A08, and A18 transactions as they would for any new gain regardless of the fact that the MMPA and a student master are already on file. MMPA data is overlaid and the current program is moved to prior program on the student master. The new program then moves to current program. A TIN A09 cannot be used to transfer a member from one program to another.

34.2.21. Losses. The graduation date on the student master is used exclusively to terminate a record. When the graduation date is reached a date of separation and loss counters are posted to the MMPA. The TIN 900 is not used to separate an account. Six months from the date of separation the file is purged from the master file.

34.2.22. Reactivate a Closed Account.

34.2.22.1. The TIN A05 (see [Table 34.6.](#)) has been designed to change certain data elements in the student master after it has been established. If an account is closed and the program has not changed, the graduation date may be extended to open the account.

34.2.22.2. A TIN A24 is also needed to restart stipend.

34.2.23. Processing Changes to the Student Master.

34.2.23.1. The TIN A05 has been designed to change certain data elements in the student master after it has been established.

34.2.23.2. If a change is required to school code, program effective date, counselor code, date of enrollment, or date of graduation, submit a TIN A05 with an action indicator of “2” with the updated data entered in the appropriate fields.

34.2.23.3. Only the data changing needs to be entered in the TIN A05, in addition to common data, such as name, SSN, PEC, PAS code, and ST-PGMA. If the program code changes, the program effective date needs to also be changed.

34.2.24. Extending the Graduation Date. Use the TIN A05 to Extend the Date. If the tour is still paying, the TIN A24 end date needs to also be extended.

34.2.25. Curtailing the Graduation Date.

34.2.25.1. When the graduation date is curtailed, but the pay status tour end date has not been reached, it is not necessary to input a TIN A24. The stipend automatically stops when the graduation date is reached.

34.2.25.2. When curtailing the graduation date via a TIN A05 and the member has already been paid beyond that date, the pay status is changed to pay status “A” with the beginning date of “000000” and ending date of “999999”.

34.2.25.3. A management notice is generated advising the payroll office to take collection action. The debt is not generated automatically.

34.2.26. Changing the Program Effective Date or Enrollment Date

34.2.26.1. When changing the program effective date or enrollment date, precautions should be taken to adjust the amount of stipend paid if necessary.

34.2.26.2. If date is moved back, a second TIN A24 may be needed to pay the period before the recorded pay status start date.

34.2.26.3. If the date is moving ahead, collection action may be necessary. The debt is not generated automatically.

34.2.27. Taxation. Stipend is subject to FITW and SITW, but, is not subject to FICA. Active duty basic pay is subject to FITW, SITW, and FICA (see Chapter 30 for changes to deductions).

34.2.28. SGLI. See Chapter 31, "Life Insurance".

### **34.3. Section C – Medical Services Bonuses.**

#### **34.3.1. Entitlements.**

34.3.1.1. Individuals participating in the FAP for health professionals are entitled to an annual grant in addition to the authorized stipend paid to Health Professions Scholarship Program participants under certain conditions. Grants are awarded to eligible physician residents and fellows in specialized training in return for an active duty obligation. See DOD 7000.14-R, Volume 7A, Chapter 60 for more information.

34.3.1.2. Newly recruited physicians and nurses agreeing to incur a 'SELRES' obligation are entitled to a bonus effective the date the member signs the contract agreeing to such an obligation. Payments continue to be paid annually for the duration of the obligation.

#### **34.3.2. FAP Grants.**

34.3.2.1. The current rate for a FAP bonus grant is \$17,865.00. The amount of the grant is reviewed and increased as appropriate in the same manner as provided for the stipend. The rate normally changes every year on July 1st, if there has been a pay increase for other members of the Armed Forces.

34.3.2.2. Grants are paid on a pro-rata basis for partial years of participation. The date of graduation on the bonus master determines the final payment.

34.3.2.3. Termination action results in total recoupment of all grant payments via DQ03 generated by the bonus program. If it is determined by the Service Secretary that recoupment be waived as being in the best interest of the Government, do not submit the termination action. If the Secretary determines that only a portion of the grant is to be recouped, it is necessary to change the debt amount. Debts are not automatically suspended.

#### **34.3.3. Accession Test Bonus.**

34.3.3.1. The current rate for the Accession Test Bonuses is \$6,000.00 for registered nurses and \$10,000.00 for physicians. Payments are made at the beginning of each period of selected Reserve service, the effective date being the date the member signs the contract, and paid annually for each year of service.

34.3.3.2. Payments are not prorated, each payment is for one full year of the obligation.

34.3.3.3. An officer who voluntarily terminates service in the Selected Reserves before the end of the period for which a payment was made is required to refund to the United States the full amount of the payment on which the payment was based. Termination action results in recoupment of the last payment made to the member, assuming this is the period the member did not satisfactorily complete. Debts are not automatically suspended.

34.3.4. Supporting Documents. The supporting document for both the FAP Grant and the Accession Test Bonus is the contract and the appointment order for the initial payment. For each succeeding year a memorandum is prepared by the surgeon's office in ARPC and forwarded to the payroll office.

34.3.5. Accessions.

34.3.5.1. Bonus master records are "built" using the TIN B03 – action type "1" transaction. Bonus types are as follows:

34.3.5.1.1. A – FAP Bonus – 1 year or less

34.3.5.1.2. B – FAP Bonus – more than 1 year but not over 2 years

34.3.5.1.3. C – FAP Bonus – more than 2 years but not over 3 years

34.3.5.1.4. D – FAP Bonus – more than 3 years but not over 4 years

34.3.5.1.5. E – FAP Bonus – more than 4 years but not over 5 years

34.3.5.1.6. G – ACC. Test - \$6,000.00 – one year obligation

34.3.5.1.7. H – ACC. Test - \$6,000.00 – two year obligation

34.3.5.1.8. J – ACC. Test - \$6,000.00 – three year obligation

34.3.5.1.9. K – ACC. Test - \$10,000.00 – one year obligation

34.3.5.1.10. L – ACC. Test - \$10,000.00 – two year obligation

34.3.5.1.11. M – ACC. Test - \$10,000.00 – three year obligation

34.3.5.2. Authorization numbers do not apply to officer bonuses and are not used.

34.3.5.3. Installment numbers and amounts payable are computer-generated and are not coded in the transaction.

34.3.5.4. If the MMPA is not a full gain the TIN B03 – action type "1" transaction recycles until the gain action is reported or recycles for seven times and then rejects on the eighth recycle.

34.3.5.5. Bonus types determine the number of anniversary payments the member receives.

34.3.5.6. A graduation date has been added to the bonus master to govern the final payment for FAP bonuses.

34.3.5.7. The bonus type and date of enrollment are the only two items that are displayed on the MMPA. The payment fields are not large enough to handle the amounts paid and this information is going to eventually be removed from the MMPA since we now have inquiry capability.



#### 34.3.6. Terminations.

34.3.6.1. TIN B03 – action type “2” transactions submitted on FAP bonuses results in a debt being generated for the total amount paid to date on the accounts receivable. The debt is not suspended as is currently done for enlisted bonus debts.

34.3.6.2. TIN B03 – action type “2” submitted for Accession Test Bonuses results in a debt being generated for the last payment to the member. The assumption is made that this is the period for which the member has not satisfactorily fulfilled his obligation. The debt is not suspended as is currently done for enlisted bonus debts.

34.3.7. Changes to the Bonus Master. TIN B03 – action type “3” transactions submitted for changes to the bonus master for medical bonuses are handled by the DFAS-IN central site. The unit may submit the transaction reflecting the changes but the transaction rejects to the processing lines for possible adjustments to the account.

#### 34.3.8. Payments.

34.3.8.1. TIN B03 – action type “6” transactions are submitted when initial and anniversary payments are due the member. Installment number and amounts are computer-generated for medical officer bonuses.

34.3.8.2. FAP bonuses are paid on a pro-rata basis on the final installment. For example: A member enters the program for 18 months. The first installment would be for one full year and the second installment would be for 6 months, based on a daily rate for a 30-day month.

34.3.8.3. Accession Test Bonuses are paid at a flat rate of \$6,000.00 or \$10,000.00 for each year of service.

34.3.8.4. Anniversary dates are displayed on the member’s LES 90 days prior to the entitlement date.

34.3.8.5. Payroll offices are alerted 90 days prior to the anniversary date on PCN UH022-164 report with a management notice. The management notice continues to be generated until the payment is made or the bonus is terminated or payment suspended.

34.3.8.6. Remarks specifically identify the bonus type in the entitlements portion of the LES.

34.3.8.7. Bonuses are taxed as a one-time payment at 22 percent for federal. State taxes are computed by dividing the payment by 12 before taxing and multiplying the tax amount by 12, thus avoiding an excessive amount of state tax being withheld. Bonuses are not subject to FICA.

34.3.8.8. In unusual cases the TIN D02 transaction (converts to D13 transaction) may be used in adjusting bonus payments. This is done at central site. Components of pay are ‘UC’ for FAP bonuses, ‘WW’ for the \$6,000.00 Accession Test Bonus, and ‘WX’ for the \$10,000.00 Accession Test Bonus. APC for bonuses are as follows: FAP – ZZZ785, Accession Test Initial – ZZZ853, Accession Test Anniversary – ZZZ854. When a D13 transaction is used it is accompanied by a TIN B03 – action type “3” to change the bonus master record.

#### 34.3.9. Suspension.

34.3.9.1. Suspensions are reported via TIN B03 – action type “7” transactions and released via TIN B03 – action type “8” transactions. Payments submitted while a bonus record is in a suspended status recycle until the release action is received.

34.3.9.2. Anniversary dates are extended when a suspension release date is received, based on dates of suspension and release.

***Section D—USAFR Palace Chase.***

**34.4. Section D – USAFR Palace Chase.** Members released from Active Duty and assigned to a Reserve unit under the Palace Chase program are paid by DFAS-IN the same as all other Reserve members.

***Section E—HQ AFRC 8600.***

**34.5. Section E – HQ AFRC 8600.**

34.5.1. Definition of AFRC 8600. The attachment of 8600 AFRC Support Group flying personnel to flying squadrons within HQ AFRC requires a policy to ensure their strict compliance with proper pay procedures. This policy is described in the following paragraphs and details procedures for:

34.5.1.1. Additional Flying Training Period (AFTP).

34.5.1.2. Air Reserve Technician (ART) civilian status change from civilian to active duty/annual tour.

34.5.1.3. UTA Inactive Duty Training.

34.5.2. Verifier Procedures. The AFTP comparing and reviewing procedures currently require the identification of a verifier within flying units with 8600 AFRC Support Group ARTs. Verifier’s duties include:

34.5.2.1. Comparing and reviewing of flight time and duty periods for AFTP authorization.

34.5.2.2. Maintaining a copy of the ART current civilian duty hours.

34.5.2.3. Ensuring the civilian duty hours are documented on the reverse of the AFRC Form 918.

34.5.2.4. Contacting the ART respective civilian timekeeper to verify leave was taken when the civilian work day overlaps the documented AFTP duty period.

34.5.2.5. Verifier’s initialing the reverse side of the AFRC Form 918 adjacent to the date block when these duties are completed.

34.5.2.6. Prior to certification, the AFRC Form 918 certifying official ensures the verifier’s initials are properly entered. A copy of the AFRC Form 918 is maintained by the flying squadron and the original is forwarded to AFRC/FMFB-Reserve Pay Office.

34.5.3. Status Changes. The ART civilian status change from civilian to active duty/annual tour procedures are as follows:

34.5.3.1. The 8600 AFR Support Group ARTs who changes from civilian to military status provides a copy of their orders to the respective timekeeper for all military duty.

34.5.3.2. The certification block on the bottom of the AFRC Form 938, when signed, is the verification that the duty performed has been cross-checked with the time and attendance form for required leave status.

34.5.3.3. A copy of this order is sent to member's servicing Flight Management Office.

34.5.4. Inactive Duty Training Procedures. The UTA Inactive Duty Training procedures are as follows:

34.5.4.1. The 8600 AFRC Support Group ARTs completing Inactive Duty Training during civilian duty hours and utilizing the AF Form 40a or AF Form 40 for documentation processes the forms through their timekeeper.

34.5.4.2. The timekeeper initials adjacent to Blocks 12 and 13 on the AF Form 40a and/or reviews the AF Form 40 duty time.

34.5.4.3. The timekeeper ensures leave is documented on the time and attendance record for Reserve duty which conflicts with civilian work hours.

34.5.4.4. The AF Form 40a and AF Form 40 are not processed for pay or certified until this review is completed.

### ***Section F—Student Master for High Performance Incentive Program/ROTC Students.***

#### **34.6. Section F – Student Master for High Performance Incentive Program/ROTC Students.**

34.6.1. Description of the Student Master.

34.6.1.1. The student master contains the student's PAS code, ST-PGMA, PEC, program code, entry date, school code, enrollment date, graduation date, pay status, cumulative totals of various types of payments made in DJMS-RC, and a calendar to record payments by day for health professionals, except active and inactive duty for member's participating in the Specialized Training Assistance Program who are dually assigned. The TIN A05 (see [Table 34.6](#)) establishes this file.

34.6.1.2. See the following for more information:

34.6.1.2.1. See paragraph 6.6.2.3., "MMPA Record Inquiry", and paragraph 6.6.2.3.10., "Student Master File (High Performance Incentive Program)" for more information.

34.6.1.2.2. For more detail on establishing the student master, see [paragraph 34.6.2](#).

34.6.1.3. The MMPA is used to record entitlement information for active duty tours:

34.6.1.3.1. Administrative information such as address, grade, pay date, tax totals, etc.

34.6.1.3.2. The MMPA calendar is used to record active and inactive duty for dually assigned Specialized Training Assistance Program participants.

34.6.1.3.3. Entitlement information for active duty tours such as BAS, Basic Allowance for Quarters, Medical, Dental, Veterinary and Optometry Special Pay, etc.

34.6.1.4. Using this method, MMPA, payment, adjustment, and collection actions can be made by the active unit without interfering with the stipend being paid and recorded on the student master.

#### 34.6.2. Establishing/Changing a Student Master.

34.6.2.1. An effective date is required when changing the program code.

34.6.2.2. If the action type in the TIN A05 (see [Table 34.6.](#)) is 1, all entries activate the student master with the data values input on the TIN A05.

34.6.2.3. If the action type in the TIN A05 (see [Table 34.6.](#)) is 2, and a changeable field is blank, the student master data remains unchanged.

34.6.2.4. If the action type in the TIN A05 is 2, fill in the fields that are to be changed. Only the following fields may be changed on the student master file using the TIN A05. The PAS code has to be present.

34.6.2.4.1. School Code

34.6.2.4.2. Counselor Code

34.6.2.4.3. Date of Enrollment

34.6.2.4.4. Date of Graduation

34.6.2.4.5. Program Code

34.6.2.4.6. Program Effective Date

34.6.2.4.7. PEC

34.6.2.4.8. PAS Code

#### 34.7. Program Codes for ROTC.

34.7.1. The following program codes are valid and populates the student indicator on the MMPA.

34.7.2. NS\*\* and SC\*\* program codes apply to ROTC (see [Table 34.8.](#)). PAS Code-MPF needs to be S6, S7, S9, or Z1.

#### 34.8. Reports Used for ROTC.

34.8.1. ROTC Accounting Report, UH022-256. This is a monthly report which provides fiscal year accounting information by accounting classification (project/subproject), component, current month gross disbursements, current month gross collections, current month net disbursements, and cumulative fiscal year to date totals. The Army version of the 256 includes the APC with the accounting classification. The UH022-256 report is distributed to AFR and ROTC. It is available as an on-line report accessible through Sysout Archive and Retrieval System under the site "JFRROTC". See Attachment 8 for Sysout Archive and Retrieval System user instructions.

34.8.2. ROTC Monthly Status and Payment Report, UH022-257. Produced monthly on code 3 in SSN sequence and in 3 parts. Report is used by Headquarter AFOATS and the ROTC detachments exclusively. It is accessed through Sysout Archive and Retrieval System and is available for one month after month of production.

34.8.2.1. Part I lists the amount of subsistence paid, books and fees, training paid, bonus paid, commutation paid, training days, collection amount, net pay, ROTC graduation date, cumulative subsistence, and cumulative training days by unit for each ROTC member for the month, total all ROTC, total number of members, total number of paid members. It also lists member participation.

34.8.2.2. Part II lists the amount of stipend paid, books and supplies, training paid, bonus paid, uniform paid, training days, collection amount, net pay, High Performance Incentive Program graduation date, cumulative stipend, and cumulative training days by unit for each High Performance Incentive Program member for the month. It also includes other statistical pay information by program category.

34.8.2.3. Part III lists information pertaining to strap member's payments, and has the same column headings as part II.

34.8.3. ROTC Pre-Registration Camp Report, UH022-258. This is a monthly report, produced after the code 3 end of month processing. This report shows the ROTC cadets that have pre-registered for summer camp (program code NS00). It is distributed to the school detachment sending the person to camp. The Army calls this pre-registration camp "Camp Challenge". The report contains the full Personnel Accounting Symbol/UIC, SSN, full name, number of days paid, and amount paid. It is distributed to AFR and Air Force ROTC and all student detachments. It is available as an on-line report accessible through Sysout Archive and Retrieval System under the site "JFRROTC". See Attachment 8 for Sysout Archive and Retrieval System user instructions.

34.8.4. ROTC Pre-Registration Camp Review, UH022-259. This report is produced twice yearly: In April and October, after the code 3 end of month processing. It notifies the schools and HQ AFRC and Air Force ROTC of people still on the DJMS-RC pay system with code NS00. The notification statement is "The following persons appear in the DJMS-RC pay system in program code NS00 and need to be removed". It reports SSN and full names by detachment/school code. It is distributed to HQ AFRC and Air Force ROTC and all student detachments. It is available as an on-line report accessible through Sysout Archive and Retrieval System under the site "JFR- ROTC". See Attachment 8 for Sysout Archive and Retrieval System user instructions.

34.8.5. ROTC Accounting Report by Class, UH022-260. This monthly report shows only totals of scholarship versus non-scholarship ROTC cadets by class (junior, senior, etc.). It is produced after the code 3 end of month processing and is distributed to HQ AFRC and Air Force ROTC and school detachments. It is available as an on-line report accessible through Sysout Archive and Retrieval System under the site "JFRROTC". See Attachment 8 for Sysout Archive and Retrieval System user instructions.

34.8.6. ROTC Uniform Commutation Payment Report, UH022-261. This monthly report lists all ROTC members, by SSN, by school/detachment, who have received a payment in the past month for uniform commutation. At the bottom of the report for each detachment, there is a certification statement which is signed by the Professor of Military Education. It is produced after the code 3 end of month processing and is distributed to HQ AFRC and Air Force ROTC and school detachments. It is available as an on-line report accessible through Sysout Archive and Retrieval System under the site "JFRROTC". See Attachment 8 for Sysout Archive and Retrieval System user instructions.

**Table 34.1. TIN B03 – Action Type 1 – Establish Bonus Control Record for High Performance Incentive Program.**

Data Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b>
BONUS TYPE (CURRENT)	Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10,000.00 - 1 year obligation Enter L if ACC.TEST \$10,000.00 - 2 year obligation Enter M if ACC.TEST \$10000.00 - 3 year obligation
DATE OF ENLISTMENT (DOE)	Enter the date of appointment/assignment on the appointment order.
DATE OF GRADUATION	Enter date of graduation for FAP. Leave blank for ACC.TEST Bonus.
AIR FORCE SPECIALTY CODE	Enter AFSC.
AUTHORIZATION NUMBER	Leave blank for High Performance Incentive Program bonuses.
ACTION TYPE	Enter 1.
PASCODE	Enter Personnel Accounting Symbol.
ST-PGMA	Enter member's pay group and mobilization augmentee code.

**Table 34.2. TIN B03 – Action Type 2 – Terminate Bonus for High Performance Incentive Program.**

Data Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b>
BONUS TYPE	Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10,000.00 - 1 year obligation  Enter L if ACC.TEST \$10000.00 - 2 year obligation  Enter M if ACC.TEST \$10000.00 - 3 year obligation
TERMINATION DATE	Enter date member terminated.
TERMINATION REASON CODE	Enter termination reason code.
DELETE INDICATOR	To delete a termination erroneously reported. (DFAS-IN USE ONLY).
ACTION TYPE	Enter 2.
FILLER	Leave blank.
PAS CODE	Enter Personnel Accounting Symbol
ST-PGMA	Enter member's pay group and mobilization augmentee code.

**Table 34.3. TIN B03 – Action Type 3 – Changes to Bonus Control Record for High Performance Incentive Program.**

Data Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b>
BONUS TYPE (CURRENT)	Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10,000.00 - 1 year obligation Enter L if ACC.TEST \$10,000.00 - 2 year obligation Enter M if ACC.TEST \$10,000.00 - 3 year obligation
DATE OF ENLISTMENT (DOE)	Enter the date of appointment/assignment on the appointment order.
DATE OF GRADUATION	Enter date of graduation for FAP. Leave blank for ACC.TEST Bonus.
INSTALLMENT NUMBER	Enter installment number of next payment due.
AIR FORCE SPECIALTY CODE	Enter AFSC.
AUTHORIZATION NUMBER	Leave blank for High Performance Incentive Program bonuses.
BONUS TYPE (NEW)	Enter new bonus type (if bonus type is not changing, must match bonus type in CC 16).  Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10000.00 - 1 year obligation Enter L if ACC.TEST \$10000.00 - 2 year obligation Enter M if ACC.TEST \$10000.00 - 3 year obligation
TOTAL-AMOUNT-PAID	Enter total amount paid to date (must not exceed total amount payable for bonus type new).
ACTION TYPE	Enter 3.
PAS CODE	Enter Personnel Accounting Symbol.
ST-PGMA	Enter member's pay group and mobilization augmentee code.



**Table 34.4. TIN B03 – Action Type 6 – Incentive Bonus Payment for High Performance Incentive Program.**

Data Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b>
BONUS TYPE	Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10000.00 - 1 year obligation Enter L if ACC.TEST \$10000.00 - 2 year obligation Enter M if ACC.TEST \$10000.00 - 3 year obligation
DATE OF ENTITLEMENT	Enter date of entitlement.
INSTALLMENT NUMBER	Leave blank (except for deletion of installment number (DFAS-IN input only)).
FILLER	Leave blank.
DELETE INDICATOR	Enter “D” if deleting a payment. (DFAS-IN use only)
ACTION TYPE	Enter 6.
PASCODE	Enter Personnel Accounting Symbol.
ST-PGMA	Enter member’s pay group and mobilization augmentee code.

**Table 34.5. TIN B03 – Action Type 7 and 8 – Incentive Bonus Payment Suspend/Release for High Performance Incentive Program.**

Data Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b>
BONUS TYPE	Enter A if FAP 1 year program Enter B if FAP 2 year program Enter C if FAP 3 year program Enter D if FAP 4 year program Enter E if FAP 5 year program Enter G if ACC.TEST \$6000.00 - 1 year obligation Enter H if ACC.TEST \$6000.00 - 2 year obligation Enter J if ACC.TEST \$6000.00 - 3 year obligation Enter K if ACC.TEST \$10,00.00 - 1 year obligation Enter L if ACC.TEST \$10,00.00 - 2 year obligation Enter M if ACC.TEST \$10,00.00 - 3 year obligation
SUSPEND/RELEASE DATE	1. Enter date payment is suspended if action type is 7. 2. Enter date suspension is released if action type is 8.
ACTION TYPE	Enter 7 to suspend or 8 to release suspension.
PASCODE	Enter Personnel Accounting Symbol.
ST-PGMA	Enter member's pay group and mobilization augmentee code.

**Table 34.6. A05 – Establish/Change a Student Master (High Performance Incentive Program).**

Data Name	Explanation
SCHOOL CODE	Must be numeric or blank.
COUNSELOR CODE	Must be alphanumeric or blank.
DATE OF ENROLLMENT	Must enter enrollment date (YYYYMMDD) to establish or change.
DATE OF GRADUATION/ ENTITLEMENT STOP DATE	1. Must enter graduation date to establish or change. 2. Date must be greater than the date of enrollment.
PROGRAM CODE	1. Must enter program code from <b>Table 34.7.</b> if action type is equal to “1”. (See <b>Table 34.7.</b> for Program Codes.) 2. If program code changes then program effective must be present.
PROGRAM EFFECTIVE DATE	1. Must enter program effective date. 2. Must enter program effective date if action type is equal to a “2” AND program code is NOT blank.
PAY STATUS ADJUSTMENT INDICATOR	1. Must equal Y, N, or space. 2. Must equal N if act type = 1 3. May equal Y or N if act type = 2.
ACTION TYPE	Enter “1” or “2”.  1 = Start  2 = Change
Program Element Code	Enter Program Element Code.
PAS Code	Enter Personnel Accounting Symbol.
ST-PGMA	Enter member’s pay group and mobilization augmentee code. For ANG, enter state code.

**Table 34.7. Health Professions Incentives Programs.**

Health Professions Incentives Programs		
The following program codes are valid and populate the student indicator on the MMPA accordingly.		
Program Code	Description	MMPA Student ID
Health Professions Scholarship Program	Armed Forces Health Professions Scholarship Program	H
FAP1	FAP	H
NCP1	Nurse Officer Candidate Program	H
STR1	Health Professional Stipend Program 100 percent	H
STR2	Health Professional Stipend Program 50 percent	H
STR3	Health Professional Stipend Program \$100.00	H
STR4	Dual-Status Health Professional Stipend Program 100 percent	H
STR5	Dual-Status Health Professional Stipend Program 50 percent	H
STR6	Dual-Status Health Professional Stipend Program \$100.00	H

**Table 34.8. Program Codes for ROTC.**

Program Codes for ROTC		
Program Code	Description	MMPA Student ID
NS00	Non Contract/Non-Scholarship Basic Camp/Flight Screening Candidates	R
NS01	Non Contract/Non-Scholarship 1st Year	R
SC01	Contracted Scholarship 1st Year	R
NS02	Non Contracted/Non-Scholarship 2nd Year	R
STIN C02	Contracted Scholarship 2nd Year	R
NS03	Contracted Non-Scholarship 3rd Year	R
SC03	Contracted Scholarship 3rd Year	R
NS04	Contracted Non-Scholarship 4th Year	R
SC04	Contracted Scholarship 4th Year	R
NS05	Contracted Non-Scholarship Approved 5th Year	R
SC05	Contracted Scholarship Approved 5th Year	R

## Chapter 35

### WAIVER OF COMPENSATION OR BENEFITS

#### 35.1. Members with Prior Military Service.

35.1.1. Entitlement. Members of the Reserve components, who are receiving a pension, disability compensation, retainer pay, or retirement pay from the United States Government for prior military service and perform duty for which they are entitled to pay, may elect to receive either the benefits for their prior military service or, if they specifically waive those benefits, the pay and allowances authorized for the duty they are performing (see DOD 7000.14-R, Volume 7A, paragraph 570204).

35.1.2. Service Member of the Individual Ready Reserve. RC members in the Individual Ready Reserve prepare required documents each time they go on an AT or AD tour. If the member is not claiming compensation for a pension, disability, retainer or retired pay, the forms are filed in the substantiating document file. If the member is claiming compensation, the original is signed by the FSS and sent to the office designated on the form. Retain a copy in the substantiating document file, and furnish a copy to the member.

35.1.3. Veterans Affairs. Disability Compensation is a tax-free monetary benefit paid to Veterans with disabilities that are the result of a disease or injury incurred or aggravated during active military service. The benefit amount is graduated according to the degree of the Veteran's disability on a scale from 10 percent to 100 percent (in increments of 10 percent). Compensation may also be paid for disabilities that are considered related or secondary to disabilities occurring in service and for disabilities presumed to be related to circumstances of military service, even though they may arise after service. Generally, the degrees of disability specified are also designed to compensate for considerable loss of working time from exacerbations or illnesses.

#### 35.2. TINs. TIN A21

#### 35.3. Supporting Documentation.

35.3.1. AF Form 1962

35.3.2. VA Form 21-8951-2, *Notice of Waiver of Veterans Affairs Compensation or Pension to Receive Military Pay and Allowances*

35.3.3. AF Form 1288, *Application for Ready Reserve Assignment*

#### 35.4. Substantiating Documents.

35.4.1. Service member will complete the AF Form 1962 for benefits from a prior military service or while performing duty and filed for Veterans Affairs benefits (**T-0**). This form needs to be turned into the Reserve Component Pay Office at the beginning of each fiscal year (1 October).

35.4.1.1. Retired Pay. The member completes a one-time waiver of retired pay on AF Form 1962. The form is completed by putting an "X" in the Retired Pay block, 360 days in total days paid, and signature of the Reservist in item II of the AF Form 1962.

35.4.1.2. Veterans Benefits. The member completes AF 1962.

35.4.2. AFR Officers submit an AF Form 1288 during their accession processing in addition to completing the AF Form 1962.

### **35.5. Reserve Component Pay Office.**

35.5.1. Upon receipt of the supporting documentation from the member, brief the member based on their election of how their pay and allowances are affected.

35.5.1.1. Member elects to waive Veterans Affairs Disability Compensation from the Veterans Administration or Air Force Retired Pay for periods of duty, the Veterans Affairs reduces the Disability Compensation for the next year by the number of duty days performed during the previous Fiscal Year.

35.5.1.1.1. Waiver is a one to one day basis, one day of Veterans Affairs Disability Compensation waived for each day of duty. In almost all situations, Airmen receive more money by waiving their Veterans Affairs Disability Compensation. Refer the members to the Veterans Affairs website to review their Compensation for disability against the military pay entitlements.

35.5.1.1.2. Airmen electing to waive military pay incur a debt for the number of duty days performed during the previous Fiscal Year.

35.5.1.1.3. Process a TIN A21 to report or change compensation/benefits waived and establish the waiver indicator on the member's MMPA in DJMS-RC. The waiver indicator is located in the MMPA on Page 4, "Deductions & Waivers."

35.5.1.1.4. Number of Days Waived. Use the total number of days for which pay or benefits were waived for the current Fiscal Year.

35.5.1.1.4.1. Enter 000 if Waiver Type is 0.

35.5.1.1.4.2. Enter 360 if Waiver Type is 1.

35.5.1.1.4.3. Enter 001 through 360 if Waiver Type is 2 or 3.

35.5.1.2. Review Management Notice "C04" WAIVER CHANGED. AUDIT MEMBER RECORD FOR POSSIBLE PAY ADJUSTMENT the following day against member's calendar to verify member does not require a debt to be processed for dates already paid.

35.5.1.3. DJMS-RC page 4 under Waiver History, the first code indicates the type of waiver for the current, first, and second prior FYs.

35.5.1.3.1. 0 = No waiver

35.5.1.3.2. 1 = Waive Reserve Pay

35.5.1.3.3. 2 = Waive Retired Pay

35.5.1.3.4. 3 = Waive Veterans Affairs Compensation

35.5.1.4. The second code shows the number of days waived for the current, first, and second FYs; the third code shows the number of days paid for the current, first, and second prior FYs.

35.5.1.5. For dates that were waived, a correction to the member's pay may need adjusted.

35.5.1.6. When member's Waiver History type is '1', review the number of days selected against the dates paid. If member has been paid 12 days, and member's waiver was for 360 days, member is not entitled to pay and Reserve Component Pay Office needs to make an adjustment to collect the overpayment.

35.5.1.7. Member has a Waiver History type '2', each month, DJMS-RC passes a file of all Reserve members who were paid during the month (along with the number of days each was paid) to the Retired Annuitant Pay System (RAPS).

35.5.1.8. If a waiver code is on the member's DJMS-RC record, RAPS reduces the following month's annuity by the number of Reserve days paid.

35.5.1.9. If a retired pay waiver is not indicated, and member is drawing retired pay, the annuity is not reduced, but a management notice is generated which requires action by the Reserve Component Pay Office. Notify member to submit AF IMT 1962. Process TIN A21

35.5.1.10. Member has Waiver History type '3'. The Veterans Affairs provides to Defense Manpower Data Center identifying information on all Veterans Affairs recipients receiving a Veterans Affairs disability compensation or pension. Defense Manpower Data Center matches the information with its reserve military pay data and provide for each match (hit) the number of training days, by fiscal year, for which the veteran was paid. The Veterans Affairs uses this information to make, where appropriate, necessary Veterans Affairs payment adjustments.



**Table 35.1. A21 – Reporting or Changing Compensation/Benefit Waived.**

Data Element Name	Explanation
COMMON DATA	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>
WAIVER TYPE CFY	<p>Code for benefits waived. Obtain type of waiver from member's AF Form 1962.</p> <p>0 - No Waiver</p> <p>1 - Air Reserve Forces Pay waiver</p> <p>2 - Retired Pay waiver</p> <p>3 - Veterans Affairs Compensation waiver</p>
WAIVER DAYS CFY	<p>Total number of days pay or benefits waived for the current Fiscal Year. EXAMPLE: 289</p> <ol style="list-style-type: none"> <li>1. Zero-fill if none.</li> <li>2. Zero-fill to left if total is less than three digits.</li> <li>3. Enter 000 if WAIVER TYPE CFY</li> <li>4. Enter 360 if WAIVER TYPE CFY</li> <li>5. Enter 001 through 360 if WAIVER TYPE CFY.</li> </ol>
COMMON DATA: Personnel Accounting Symbol, ST-PGMA, TIN, and Submission Date	See common data <b>Table 2.4.</b> or <b>Table 2.5.</b>

## Chapter 36

### COURT-MARTIAL SENTENCES AND NON-JUDICIAL PUNISHMENT

#### 36.1. Introduction.

36.1.1. Court-Martial. The *Uniform Code of Military Justice* provides for three different types of courts-martial: summary, special, and general. These forms of courts-martial differ in their make-up and the punishments which may be imposed. DOD 7000.14-R, Volume 7A, Chapter 1, paragraph 0104 and Chapter 48 discusses how the pay and allowances are affected.

36.1.2. Non-Judicial Punishment. Under authority of Article 15, *Uniform Code of Military Justice*, authorized commanders may impose non-judicial punishment for minor offenses without resorting to court-martial. Reference DOD 7000.14-R, Volume 7A, Chapter 49 for Non-Judicial Punishment.

36.1.3. There are two kinds of court ordered forfeitures, adjudged and automatic.

36.1.3.1. Adjudged Forfeitures: These are forfeitures that are expressly imposed at courts-martial sentencing. They usually have specific time limits and amounts. If forfeitures are included as part of the adjudged sentence at court-martial, they are clearly typed out on 14-day letters and court-martial orders.

36.1.3.2. Automatic Forfeitures: These are forfeitures that do not have to be written anywhere in the court-martial document. They are governed by regulation and are dependent on type of court-martial and sentencing. They run through the confinement time only and take precedence over any adjudged forfeitures.

36.1.3.2.1. Automatic forfeitures apply if you have been tried in a General Court-martial, Special Court-martial and have been sentenced to one of the following:

36.1.3.2.1.1. Death; or

36.1.3.2.1.2. Confinement for more than six months; or

36.1.3.2.1.3. Confinement of any length and either a dishonorable discharge, a bad conduct discharge, or a dismissal.

36.1.3.2.2. If a member meets the criteria of having automatic forfeitures, the type of court-martial dictates how much is forfeited. The differences are:

36.1.3.2.2.1. General Court-martial: Forfeiture of ALL pay and allowances

36.1.3.2.2.2. Special Court-martial: Forfeiture of 2/3 base pay only (not allowances)

#### 36.2. Substantiating Documentation.

36.2.1. The JAG Office will issue an official 14 Day Letter to both ARPC and Reserve Component Pay Office to adjust duty status and pay data (**T-1**).

36.2.2. AF Form 2098 is the basic source document used to assign and return a member for a duty. Member's unit prepares and numbers AF Form 2098 and sends it to FSS, who provides a copy to the Reserve Component Pay Office.

### 36.3. Reserve Component Pay Office Actions.

36.3.1. Review the memorandum for any adjudged fines, rank reductions (effective date is generally 14 days from adjudged date), and discharge status.

36.3.1.1. Adjudged forfeitures are listed under “Forfeiture” on the 14-day letter from the JAG Office. If “None” is referenced, check for Automatic Forfeitures.

36.3.1.2. Automatic Forfeitures exist in the event that an individual is sentenced to any one of the below (Refer to DOD 7000.14-R, Volume 7A, Paragraphs 480307 A & B and 510214):

36.3.1.2.1. Death; or

36.3.1.2.2. Confinement for more than six months; or

36.3.1.2.3. Confinement of any length and either a dishonorable discharge, a bad conduct discharge, or a dismissal.

36.3.1.3. Rate of Automatic Forfeitures. Review the “Subject” of the 14-Day Letter. For General Court-martials, the rate of collection is 100 percent of all pay and allowances. For Special Court-martials, the rate of collection is two-thirds of all pay and allowances. Refer to DOD 7000.14-R, Volume 7A, Paragraph 4812 for instruction on forfeiture sentences carried over to subsequent reserve component duty.

36.3.1.4. Fines. Fines that are imposed as a result of judicial action are reported by the JAG Office on the 14-Day Letter (**T-1**). The Reserve Component Pay Office processes a TIN DF03, and if a daily rate or acceleration is required, submit a TIN DF07. **Note:** For AFR, if daily rate or acceleration is required, enter appropriate data in the deduction rate code and the specified deduction amount fields on the WebDMO TIN DF03 screen Reference DOD 7000.14-R, Volume 7A, Paragraphs 480102 and 480602.

36.3.1.5. Cancellation of Debt. Submit a TIN DF09 to cancel a debt erroneously posted to the accounts receivable file. If money was collected, submit TIN D02 to refund the member. Use applicable APC and component of pay. Also, submit a TIN D19 to enter an independent remark explaining the payment. Reserve Pay Office cannot cancel debt. CMS case is required.

### 36.4. While on orders, Reserve Component Pay Office Actions.

36.4.1. Process a TIN A24 to change the member to a non-pay status immediately upon receipt of proper documentation. Refer to [Table 36.3](#) for non-pay status codes and definitions.

36.4.2. If a pay adjustment is necessary, prepare and submit DD Form 114 and final court-martial order to DFAS-IN using CMS. Reserve Pay Office process transactions. No CMS case is needed if member has MMPA.

36.4.3. Refer to DOD 7000.14-R Volume 7A, Paragraph 4812 for instruction on forfeiture sentences carried over to subsequent reserve component duty. The forfeiture is converted to a percentage.

### 36.5. DFAS-IN Actions.

36.5.1. Reviews DD Form 114 and supporting documents for completeness; obtains legal determination from the Deputy General Counsel, DFAS-IN, if desired.

36.5.2. Inputs adjustment transactions per internal operating instructions.

36.5.3. Sends CMS back to Reserve Component Pay Office with DFAS actions updated and requests CMS be closed.

**Table 36.1. DF03 TIN Adjustment of Collection of Fines for DJMS-RC Processed Transactions.**

Data Element Name	Explanation
FORMAT identifier	The two alpha letters identifying the specific debt transaction, such as "DQ".
ACTION INDICATOR	03 - amount of collection rate.
OVERPAYMENT DATE START	YYMMDD overpayment started. Must match the start date of the debt being adjusted.
OVERPAYMENT DATE STOP	YYMMDD overpayment stopped. Must match the stop date of the debt being adjusted.
AMOUNT SPECIFIC INDEBTEDNESS	Total amount member was fined by convening authority. Zero-fill to the left.
INDEBTEDNESS TYPE	Must be "3" - Fine.
APC	Use the APC the member was being paid from at the time the offense occurred. If the member was not on duty (i.e., a civil crime), contact the appropriate support center for accounting data. See <b>Table 32.7.</b> for sub table references for APC.
COMPONENT OF PAY	Obtain from the Component of Pay Table.
AFSC Code	Enter the first two positions of the PAS Code. Must not be spaces.
SOURCE INDICATOR	W - Field Input A - Army Input R - Central Site

**Table 36.2. DF07 TIN Adjustment of Collection of Fines for DJMS-RC Processed Transactions.**

Data Element Name	Explanation
FORMAT identifier	The two alpha letters identifying the specific debt transaction, such as "DQ".
ACTION INDICATOR	07 - change amount of collection rate.
OVERPAYMENT DATE START	YYMMDD overpayment started. Must match the start date of the debt being adjusted.
OVERPAYMENT DATE STOP	YYMMDD overpayment stopped. Must match the stop date of the debt being adjusted.
AMOUNT SPECIFIC INDEBTEDNESS	Must match the amount of the original debt.
INDEBTEDNESS TYPE	Must be "3" (Fine)
APC	Use original APC from DF03.
DEDUCTION RATE	Enter one of the following: 1 - Daily deduction rate 2 - Collect 2/3 of pay 3 - Collect all pay and allowances <b>Note:</b> Leave blank if the CASH COLLECTION/DEDUCTION/REDUCTION CODE field or the SUSPENSION REASON field contain data.
	If the INDEBTEDNESS TYPE equals "2" and CASH COLLECTION, NEW DEBT AMOUNT, SUSPENSION REASON, OR ORDER NUMBER contain data, then this field must be blank.
DEDUCTION AMOUNT	1. If DEDUCTION RATE field equals 1, the data in this field must be greater than 0.  2. If DEDUCTION RATE field equals 2 or 3, then leave this field blank.  3. If using the daily deduction rate (1) and the member performs 4 UTAs per month, and has a repay schedule of \$100 per month, enter 002500 (\$25). If repay schedule is \$50 per month, enter 001250 (\$12,50), etc.

CASH COLLECTION/ DEDUCTION/ REDUCTION CODE	For Central Site use only. For the DQ 07, enter "1", "5", or "8". See <b>Table 32.5.</b> for codes to be used with other debt transactions. See 1 or 2 for reasons to leave this field blank. 1. Leave blank if INDEBTEDNESS CODE field equals "1" and DEDUCTION RATE, or SUSPENSION REASON, or ORDER NUMBER are not blank. 2. Leave blank if INDEBTEDNESS CODE equals "2" and DEDUCTION RATE, SUSPENSION REASON, or ORDER NUMBER are not blank.
COLLECTION/REDUCTION AMOUNT	DFAS-IN use only. 1. If CASH COLLECTION is not blank, this field must be greater than zero (0). 2. If CASH COLLECTION (position 52) is blank, then leave this field blank.
Data Element Name	Explanation
NEW DEBT AMOUNT	DFAS-IN use only. 1. Enter new debt amount if correction is needed for bonus debt and INDEBTEDNESS CODE equals "2", and the DEDUCTION RATE or CASH COLLECTION and SUSPENSION REASON and ORDER NUMBER are blank, an amount must be present in this field and that amount must be greater than zero. 2. Otherwise, leave blank.
SUSPENSION REASON	DFAS-IN use only. See <b>Table 32.6.</b> for codes and definitions. 1. If activating a collection for a previously suspended debt, enter a "4". Otherwise, leave blank. 2. Leave blank if INDEBTEDNESS CODE equals "1" and DEDUCTION RATE or CASH COLLECTION and ORDER NUMBER are not blank. 3. Leave blank if INDEBTEDNESS CODE (position 38) equals "2", and DEDUCTION RATE (position 45), CASH COLLECTION (position 52), or ORDER NUMBER (position 68-73) are not blank.
PAS CODE	Enter first two positions of PAS code.
ORDER NUMBER	1. Alpha/numeric order number, left justified. 2. If the DEDUCTION RATE, CASH COLLECTION, or SUSPENSION REASON are not blank, this field <b>MUST</b> be blank.
SOURCE INDICATOR	W - Field Input A - Army Input R - Central Site

**Table 36.3. Non-Pay Status Codes and Definitions.**

Non-Pay Status	Non-Pay Status Code
Absent Without Leave in excess of 24 hours	B
Civil Confinement	E
Military Confinement	F
Military confinement for civil authorities	G
Confinement for foreign civil offense	H
Desertion	I

## Chapter 37

### CONFINEMENT AND NON-PAY STATUS CHANGES

**37.1. Confinement.** A member's pay or creditable service may be affected by civil or military confinement. See DOD 7000.14-R Volume 7A, paragraph 10104 for effect of absence from duty on creditable service, and paragraphs 10307, and 10311 through 10316, for effect of civil or military confinement on pay and allowances.

#### **37.2. Substantiating Document.**

37.2.1. The member's commander or first sergeant advises the Reserve Component Pay Office and the unit Force Management Operations office, by telephone or email, of any member placed in confinement and non-pay status (**T-1**).

37.2.2. Force Management Operations updates member's duty status to the applicable non-pay duty status. For the Duty Status process, the AF Form 2098 is used and submitted via CMS to ARPC/DPWCM and the Reserve Component Pay Office for actions.

#### **37.3. Reserve Component Payroll Office Actions – Confinement.**

37.3.1. Once notified by both parties in [paragraph 37.2](#), the Reserve Component Pay Office inputs a TIN A24 using the AF Form 2098 to support the input. Check CMS for the AF Form 2098 when one is not received by FSS, otherwise contact the Force Management Operations to obtain a copy. Refer to [Table 36.3](#) for applicable non-pay status codes when processing the TIN A24.

37.3.2. Prepare a DD Form 114 for any adjustments of pay and allowances due by member upon release from confinement. Attach one copy of the active duty order if the member was on a tour and any documents which relate to the confinement status (i.e. AF Form 2098).

37.3.3. Submit a CMS to DFAS-IN with the documentation in [paragraph 37.3.2](#) to request the non-pay duty status code be changed and process the payment of adjustments. **Note:** For Air Force Reserves, no CMS case needed. AFR Pay Offices can process TIN A24 to remove the applicable non-pay duty status code and put the member back into a pay duty status.

#### **37.4. Non-pay Status Changes.**

37.4.1. Reserve Component Payroll Office Actions – Non-pay Status.

37.4.1.1. Inputs a TIN A24 to change the member to the applicable non-pay status codes (see [Table 36.3](#)) upon receipt of information.

37.4.1.2. Prepares DD Form 114 and submits to DFAS-IN/FJP for adjustment.

37.4.2. DFAS-IN/FJP Actions – Confinement and/or Non-pay Status.

37.4.2.1. Confinement. Reviews the DD Form 114 and inputs transactions for adjustments to member's pay.

37.4.2.2. Non-pay Status. DFAS-IN/FJP reviews MMPA and adjusts pay if necessary.



## Chapter 38

### PAY RECORD ACCESSIBILITY

**38.1. Introduction.** The Pay Record Accessibility (PRA) audit is an internal audit of entitlement records for all personnel and relatives of personnel assigned to the Financial Management (FM) organization. This Chapter is for DJMS-RC service members; reference AFMAN 65-116, Volume 1, Chapter 1 for DJMS-AC service members. Reference AFI 65-202, Chapter 8 and Attachment 4 for procedures.

**38.2. TINs.** A06P

**38.3. Supporting Documents.**

38.3.1. AF Form 2070, *Joint Uniform Military Pay System Pay Accessibility Roster*

38.3.2. UH022-0619, Pay Record Report

**38.4. PRA Procedures.**

38.4.1. The Comptroller Flight Commander will appoint in writing a primary and alternate PRA Auditor (**T-1**). **Note:** This cannot be the Quality Assurance Manager as they validate this audit.

38.4.1.1. AFR. The Comptroller/Unit Budget Officer or a responsible supervisor (designated in writing) is responsible for the PRA audit.

38.4.1.2. ANG. The Comptroller, deputy, or a responsible supervisor (designated in writing), is responsible for an audit of all PRA records semi-annually.

38.4.2. The appointee will maintain the AF Form 2070 and perform the DJMS-RC audit review as listed within this Chapter (**T-1**).

38.4.3. A new roster is produced semiannually in May and November each year in original and one copy. Currently, the flagged records are included in the listing created and produced monthly, and made available to the appointee via ReportWeb.

**38.5. Applicability.** PRA audit applies to accounts of members and their relative of the Reserve Force and civilians assigned to duty in a Reserve Component Payroll Office. This includes Full-Time/Indefinite/ Temporary Technicians, AGR, and Drill Status Guardsmen. Everyone that is assigned to the Reserve Component Pay Office and their dependents and/or relatives employed by the Reserve Component are subject to (**T-0**).

**38.6. Reserve Payroll Office Actions.**

38.6.1. Add new personnel to the roster as the PRA is established. Submit an A06P TIN (**Table 38.1**) with a “Y” to establish the PRA indicator against the member’s MMPA. Delete personnel departing due to permanent change of station, separating, or retiring. Submit an A06P TIN with an “N” to delete the PRA indicator.

38.6.1.1. For new gains, use the A06 TIN when establishing the DJMS-RC record. Supporting documentation is the new gain package.

38.6.1.2. For all others, a DD Form 114 is used to document the A06P TIN input.

38.6.2. The AF Form 2070 includes in column A of the roster, full name (last, first, middle) and SSN of each military member or employee of the activity subject to PRA. Military member or employee completes columns B, C, and D. Enters "None" in column C and "NA" in column D if not applicable.

38.6.3. Irregular Payments on PRA Accounts. Follow these rules:

38.6.3.1. Consider each irregular payment on its individual merit and circumstances.

38.6.3.2. Advise approving official if a member is receiving frequent irregular payments.

38.6.3.3. Do not condone offsetting partial payments.

38.6.3.4. Advise supervisor of member who receives more than three partial payments in a 6-month period.

38.6.3.5. Enter appropriate explanatory remark on supporting voucher.

### **38.7. The AF Form 2070.**

38.7.1. The individual identified in [paragraph 38.4.1](#) maintains AF Form 2070.

38.7.2. Although all relatives of members or employees are entered on the roster, only members serviced by the local accounting and disbursing station number (Accounting and Disbursing Symbol Number) are subject to a PRA audit.

38.7.3. If a relative's SSN is unknown, the name needs to still be listed in the interest of full disclosure and the SSN field should be zero-filled.

38.7.4. The Commander may include non-relatives of employees, examples may include, but are not limited to, domestic partners, significant others or fiancés, future in-laws, close friends, ex-spouses etc.

38.7.5. ANG: Complete the AF Form 2070, print, and have all members sign and return to QAM (T-1). Once the PRA is complete, complete the PRA Audit Sharepoint at <https://cs2.eis.af.mil/sites/10357/fmfp/SitePages/COMPLIANCE.aspx>.

### **38.8. UH22-0619, DJMS-RC PRA Transactions.**

38.8.1. The appointee identified in [paragraph 38.4.1](#) obtains the monthly FR619 listing from ReportWeb. The PRA audit will be completed prior to end of April and October to allow the QAM time to validate before the 5th workday of May and November (T-1).

38.8.2. Obtain a copy of each item listed on the FR619. Examine source documents for transactions on the FR619 and determine if the transactions are supported and processed correctly. Review the following requirements below:

38.8.2.1. Proper documentation (referenced in other Chapters of this regulation) is required for the entries on the FR619.

38.8.2.2. Leave adjustments with an S04P TIN were authorized adjustments referenced in Chapter 29.

38.8.2.3. Certified documents of family members were authorized or reviewed by someone other than the Reserve Pay Office family member.

38.8.2.4. All personnel transactions have proper documentation to support promotions or pay affected adjustments in DJMS-RC (paydate, promotion/demotion, etc.).

38.8.2.5. Ensure leave or indebtedness cancellations are authorized by appropriate authority identified within this regulation.

38.8.3. For applicable members not listed on the FR619, submit a DD Form 114 to add member to report. Review the member's MMPA and request all pay documents for the PRA period. Review all pay affecting documentation as required in [paragraph 38.8.2](#)

38.8.4. Annotate next to each line the action taken, date, and initials. For no action taken, annotate "No Action Required" or "transaction processed correctly". Complete the statement on the last page of each month's report certifying the review with reviewer's signature and the date completed **(T-0)**.

38.8.5. Show that all transactions have been processed properly by signing and dating the roster. Original signature is needed on the AF Form 2070.

38.8.6. Keep the AF Form 2070, FR619 Report, and copies of all documentation reviewed in accordance with AFRIMS Table 65, Rule 30.

38.8.7. The QAM's responsibility is to follow-up with an independent validation of the PRA referenced in AFI 65-202, Chapter 8, paragraph 8.1.1.

38.8.7.1. ANG QAMs will conduct their review and submit to ANG semi-annually by the 5th workday of May and November **(T-1)**.

**Table 38.1. TIN A06P DJMS-RC PROCESSED TRANSACTION LINE**

Data Element Name	Explanation
PRA INDICATOR	"Y"
	"P"- PRA
Program Element Code	Program Element Code
Personnel Accounting Symbol	PAS code (United States Air Force PAS Directory).

## Chapter 39

### PERSONNEL DATA SYSTEM AND DFAS-RC FILE RECONCILIATION

**39.1. Introduction.** The MilPDS/Defense Joint Military Pay System interface was implemented on 1 Jun 2001. Changes to the MilPDS programs that impact DJMS are released through normal MilPDS releases. The DJMS program application is tied directly to the MilPDS processes for Reserve Component members only. MilPDS outputs to DJMS are not created by a separate subsystem but as a by-product of MilPDS. There are several unique DJMS transactions; however, the majority of DJMS transactions are automatically generated, based on the update of the MilPDS or the inputs of the Reserve Component Pay Office for MilPDS. The data contained in the military personnel system is compared with data in the military pay system to ensure the following:

- 39.1.1. A MMPA is established for every member.
- 39.1.2. No member has more than one active MMPA.
- 39.1.3. Basic data for each member is the same in both systems (grade, pay date, sex, etc....).
- 39.1.4. Discrepancies identified are corrected.
- 39.1.5. The file reconciliation between DFAS-IN files and ARPC files is conducted on the second Friday of every month. Certain portions of discrepancies require FSS research and corrective action. Close coordination between the Reserve Component Pay Office and FSS are required to correct the discrepancies as a result of the reconciliation.
- 39.1.6. See Attachment 4 for a description of applicable reports listed in this Chapter.

**39.2. Reserve Component Pay Office Actions and Procedures for MilPDS and DFAS-RC Reports, ReportWeb.** To correct any errors in the reports, the Reserve Component Pay Office needs to submit a CMS case, unless the correction is explicitly stated below.

39.2.1. UH022-0600, “MilPDS Record on File – No Matching Joint Uniform Military Pay System -RF Record” is reviewed monthly. Review the report to verify when a service member is gained into MilPDS. Once a member has been gained, process the gain packet in accordance with Chapter 2. If the TIN AA1 does not flow from MilPDS to DFAS-RC, the Reserve Pay Office needs to establish a CMS Case to request a “force-gain”. If a member does not show up on the report:

- 39.2.1.1. A member has been gained in MilPDS but not in DFAS-RC. Process a TIN A06 to gain a member in the DJMS-RC system. Reference Chapter 2 for Accessions Transactions and Supporting Documentation on procedures to correct this line, or;
- 39.2.1.2. A member has been gained in MilPDS but is in DJMS-AC and was not gained in DFAS-RC. Reference Chapter 2 for processing a TIN A24K to gain a member in the DJMS-RC system, or;
- 39.2.1.3. The DOE in MilPDS does not match. Contact FSS to reprocess the TIN A81.
- 39.2.1.4. Annotate each line with actions taken, date action was corrected in DJMS-RC or MilPDS, and certify the report that actions were corrected and updated.
- 39.2.1.5. If the record is a recent gain, monitor DFAS-RC for gain data. If Permanent Duty Station record is over two (2) weeks old, contact MPF to validate gain.

39.2.2. UH022-0600, Part 2, “Joint Uniform Military Pay System -RF Record on File – No Matching MilPDS Record” is reviewed monthly. If a member does not show up on the report, consider that:

39.2.2.1. A member was lost to MilPDS but was reopened for additional adjustments.

39.2.2.2. If Date of Separation is not present on the DFAS-RC MMPA and member is already lost to MilPDS, the Reserve Component Payroll Office submits a message to DFAS-IN/FJP giving the date of separation and requesting a TIN 900 be processed.

39.2.3. UH022-0602, Salary Offset – Members in Loss Status/ Unselected Members. A listing of repeat errors that were previously reported on UH022-0600 and are still in error on a succeeding reconciliation. These are priority items to be cleared immediately.

39.2.4. UH022-0604, Name Grade (Enlisted Only) Personnel Accounting Symbol. Lists mismatches on name, grade, and effective date of grade in DJMS-RC and MilPDS.

39.2.4.1. MilPDS and DJMS-RC show a different name, grade (or effective date of grade), and/or PAS code for enlisted personnel.

39.2.4.2. For name, the difference may simply be a spelling error, middle name versus initial, or addition of suffix such as “Jr”.

39.2.4.3. Grade or effective date of grade requires research on promotion list, and PAS code may be incorrect because of a transfer.

39.2.5. UH022-0605, Bonus. Lists records which reflect bonus is payable in MilPDS or DJMS-RC, but not both. Bonus code does not appear on both MilPDS and DJMS-RC. Research appropriate correction with MPF to determine the root cause.

39.2.6. UH022-0606, MilPDS Pay date, Officer Service Date, Aviation Service Date. Lists mismatches on pay date, officer service date, and aviation service date. Data on various pay dates may be missing or conflicting. Research appropriate correction with MPF to determine the root cause.

39.2.7. UH022-0607, Permanent Duty Station Officer Grade, Effective Date. Lists mismatches on officer pay grade and effective date between Permanent Duty Station and DFAS-RC. Grade or effective date of grade for officers differs between MilPDS and D-RC. Check promotion orders and correct accordingly

39.2.8. UH022-0610, DJMS-AC/DJMS-RC Reconciliation, Parts I and II. The report is produced monthly on Code 3, end-of-month update, end-of-month processing and shows members with open MMPAs or overlapping pay dates in both DJMS-AC and DJMS-RC. There are ACCS cases built for members identified and this report is worked at DFAS-IN/FJP on a priority basis.

39.2.9. UH022-0611, DJMS-AC/DJMS-RC Mismatched Active Duty Dates. The report is produced monthly on Code 3, end-of-month update, end-of-month processing and shows members paid by DJMS-AC with mismatched start dates or stop dates. This report is in two sections; Section I for officers and Section II for enlisted. There are no ACCS cases built for these members, and discrepancies are worked at DFAS-IN/FJP.

39.2.10. UH022-0612, DJMS-AC/DJMS-RC Mismatched Leave Days Sold. The report is produced monthly on Code 3, end-of-month update, end-of-month processing and shows leave days sold discrepancies between DFAS-RC and DJMS-AC. There are no ACCS cases built for these members, and discrepancies are worked at DFAS-IN/FJP.

39.2.11. Trouble shooting FR 610, 611, and 612 reports. If a member should be in DJMS-AC pay system, input a TIN A24 “K”, “S”, or “Y” status, transaction to suspend DJMS-RC pay record.

39.2.12. Start/Stop Dates. When tour start and stop dates on the DJMS-AC system do not agree with the tour start and stop dates on the DJMS-RC system, input TIN A24 with the correct dates. If the DJMS-AC dates are wrong, update the open TJ entry for start date and the open TH or TU for the stop date.

39.2.13. Leave Days. When the DJMS-AC MMPA (BL Entry) does not equal the number of leave days on the DJMS-RC pay record, update the open BL entry (on DJMS-AC MMPA). If entry is not present, correct the MMPA. See AFMAN 65-116, Volume 1. Post a message “N7”. (Sample: DJMS-RC LEAVE TRANSFD TO DJMS-AC PER DJMS-RC/DJMS-AC BUMP.”)

39.2.14. Discrepancies between MilPDS and DJMS-RC. On a semi-annual basis, ARPC provides listings of incompatible data elements contained in MilPDS master personnel records compared with the same data elements in DFAS-RC MMPAs. Master listings are provided to ANG Reserve Component; copies are distributed to the appropriate Office of Primary Responsibility. Exception: all A copies are sent to ARPC/SCQ for further disposition.

### **39.3. Document Disposition.**

39.3.1. AFRC. Annotates the corrected listing with the action taken and return the original to AFRC/FM, Robins AFB, GA 31098-5000.

39.3.2. ANG.

39.3.2.1. Receives in accordance with ANG Policy 4-1, RCS-ANG Active Component X (SA).

39.3.2.2. Processes corrections, annotate listings with date and action taken.

39.3.2.3. Retains six months or until next reconciliation is processed.

39.3.3. Air Reserve Personnel Center/DSFA/DPJA.

39.3.3.1. Air Reserve Personnel Center/SCQ distributes listings to Office of Primary Responsibility and establishes a suspense of thirty (30) days on products return with corrective action annotated.

39.3.3.2. The Office of Primary Responsibility reconciles the data elements and prepares input to MilPDS or DJMS-RC for corrective action on the master record(s).

39.3.3.3. After clearing the suspense with SCQ, the Office of Primary Responsibility retains a copy of the listing until the next reconciliation is received, then destroys.

## Chapter 40

### DJMS-RC AND DJMS-AC RECONCILIATION

**40.1. Introduction.** These reports are produced monthly on the Code 3 and shows discrepancies between DJMS-RC and DJMS-AC.

#### **40.2. Reports.**

40.2.1. UH022-0610, DJMS-AC/DJMS-RC Reconciliation, Parts I and II

40.2.2. UH022-0611, DJMS-AC/DJMS-RC Mismatched Active Duty Dates

40.2.3. UH022-0612, DJMS-AC/DJMS-RC Mismatched Leave Days Sold

#### **40.3. Discrepancies between DJMS-RC and DJMS-AC MMPAs.**

40.3.1. UH022-0610. This is a two section report that requires the Reserve Component Pay Office to review the day following each monthly Code 3, end-of-month update. Use the orders to update member pay records. Due to the outstanding dates, the Reserve Component Pay Office may need to submit a CMS to either DFAS-IN AC or RC to update DJMS using the orders as a support document.

40.3.1.1. Section I: Dual Payments. Identifies members having been paid in both the AC and RC systems.

40.3.1.2. Section II: Potential Dual Payments. DJMS edits identifies members are in both systems. This report is used to determine if TIN A24K was not processed or the member's new orders were not updated in DJMS-RC.

40.3.1.3. Monthly, the Reserve Component Pay Office will reconcile the FR610 against AROWS or AROWS-R to verify what type of orders the member is on (**T-1**).

40.3.1.3.1. If member should be on DJMS-AC, input a TIN A24, "K", "S", "Y" status, transaction to suspend DJMS-RC pay record. The DJMS-RC pay record is automatically suspended.

40.3.1.3.2. Dates that are overlapping between DJMS-AC and DJMS-RC needs adjusted in the appropriate system. If a member's dates for an order in DJMS-AC are 15 Mar XX and DJMS-RC A24K was processed for 20 Mar XX, member has an overlapping date because RC was left open from 15 Mar XX to 19 Mar XX. Update the TIN A24K TIN with the correct dates.

40.3.2. UH022-0611. This is a two section report that requires the Reserve Component Pay Office to work the following day of Code 3, end-of-month update, each month due to DJMS-AC start or stop dates that do not match. Use the DD Form 4 or AF Form 1411 as source documentation to update member's record.

40.3.2.1. Section I – Officers. Verify that those Officers listed are not being overpaid because their stop dates are not required in DJMS-AC. Verify they have a correct start date, to ensure they are not underpaid.

40.3.2.2. Section II – Enlisted. Review the report to determine which set of dates do not match. Review the orders that are in AROWS or AROWS-R to determine what are the correct set of dates. Use the orders to update DJMS accordingly.

40.3.3. UH022-0612. Report shows the differences in the DJMS-AC BR line and DJMS-RC MMPA Page 7 for Leave Status.

40.3.3.1. Active Component Record is incorrect. Process a “BL” Format Identification in WebDMO.

40.3.3.2. Reserve Component Record is incorrect. Process a TIN A06 in WebDMO.

#### **40.4. Reconciliation and Audit Compliance.**

40.4.1. Each month, the day following Code 3, each report listed above is to be reviewed by the military pay technician. The technician searches for their MPF code.

40.4.2. When all the pages for the report have been printed to PDF, combine the pages into one PDF file. Annotate each line with the action taken, date the correction was made, and technician who completed the input.

40.4.3. On the last page of the report below the last line, the technician adds the certification statement, “I have reviewed all the transactions required to clear the report on DDMMYY and have reprocessed the required transactions.” The technician digitally signs the report below the certification statement.

40.4.4. Below or beside the technician’s certification statement, the Military Pay Supervisor adds the certification statement, “I reviewed the transactions posted in DJMS against the report to verify the annotations are correct.”, and digitally signs below the certification statement.

40.4.5. Maintain the report in accordance with AFRIMS Table and Rules for Reconciliation Lists.

**40.5. Repeat Discrepancies.** DFAS-IN/FJY manually reviews discrepancies that are repeated from the previous reconciliation. These discrepancies require priority attention by the technician to ensure the discrepancies are cleared.



## Chapter 41

### FINANCIAL MANAGEMENT COMPLIANCE

**41.1. Description.** As a critical element of Financial Management, there are various items reviewed for internal control and fraud prevention. It is imperative that everyone who receives a payment has that payment deducted from his/her pay. It is important to ensure timely and accurate posting of payments/collections to DJMS-RC. These procedures pay particular attention to detection of, and prompt action in, fraud cases.

#### **41.2. Substantiating Documents:**

41.2.1. Voucher Control Logs. Maintain a control log of all disbursement vouchers certified for payment, and a separate log of collection vouchers. Each Voucher Control Log lists the voucher number assigned in numerical sequence. All numbers on each voucher log will be accounted for (**T-1**). Voucher numbers not used for any reason are to be fully explained on the log. DD Form 114, DD Form 117, and DD Form 139 start with the applicable Fiscal Year, followed by the sequence number starting with "P0001" for payments and "CP0001" for payment collections. (XX-P0001-Payments and XX-CP0001-Payment Collections, XX=Fiscal Year).

41.2.2. Financial Management Report Adjustment memo. Lines of accounting that were processed in DJMS-RC can be adjusted using a memo. The Memo needs to include the incorrect line of accounting used, the correct line of accounting, the member name, SSN, and dates of duty. Reference [Figure 41.1](#) for an established memo from DFAS-IN to use for adjustments. This memo cannot be used to adjust the APC or WUC codes.

41.2.3. Current Accounting Processing Code. Reference Chapter 2 for processing a TIN A09 and supporting documentation and how to correct an APC table. Reference [Figure 41.2](#) for an APC Adjustment Letter.

41.2.4. Special Reports. There are a few reports that need additional review by the Reserve Component Pay Office. These reports are provided in WebDMO or ReportWeb. Reports are reviewed and annotated with proper action taken, certified and maintained.

#### **41.3. Reserve Component Pay Office Actions.**

41.3.1. Reserve Component Pay Office ensures correct measures are in place for tracking, documenting, and reconciling the Voucher Control Logs and Special Reports.

41.3.2. Voucher Control Logs are used each fiscal year for tracking disbursement or collection documents. The source documents are the DD Form 114, DD Form 117, and DD Form 139.

41.3.2.1. Use the AF Form 3132, *General Purpose*, as a control log.

41.3.2.2. Squadrons that submit disbursement or collection vouchers will track the control numbers they issue on a control log (**T-1**). At the end of each fiscal year, the squadrons will reconcile the copies of source documentation to the control logs (**T-1**). This verifies properly documented payments/collections on their part. The controls logs will be provided to the Reserve Component Pay Office for an Internal Control Review by the Pay Entitlements Supervisor or Lead against DJMS-RC to verify all payments/collections were processed accurately (**T-1**).

41.3.2.3. Maintain a voucher control log in accordance with AFRIMS T 65-30 R 22.00.

41.3.3. Financial Management Report Adjustment Memo. When an incorrect payment against the wrong LOA, a military personnel appropriation order is corrected to an RPA, or accrued leave was posted is erroneously cited, use the Adjustment Memo referenced in **Figure 41.2**. DFAS-IN builds the Standard Form 1081 for their procedures based on the information provided on the Adjustment Memo.

41.3.3.1. Review the correct line of accounting processed base on the type of pay document submitted. Each payment has a line of accounting that is posted against it. Use the LOA on the Active Duty orders that the payment.

41.3.3.2. It is important that Inactive Duty is not adjusted using this method. The member's limitation of 48 periods causes errors and could put them in a points only duty period. Use a B-12 to collect inactive duty processed against the incorrect APC and process the correct B-11 as discussed in Chapter 8.

**41.4. Correcting or Adding an APC.** APC On-Line Inquiry is available through DJMS-RC PGRM Option 3.6.3. Access to PRGM for more information.

41.4.1. Submit a request on official letterhead with the document sample data in **Figure 41.2**. to ANG/FM or AFRC/FM.

41.4.2. APC Structure. The APC structure is different for ANG, military personnel appropriation (3500) funds and Air Force Reserves.

41.4.2.1. ANG APC Structure.

41.4.2.1.1. Position 1-2: MPF Code

41.4.2.1.2. Position 3: Project Code Identifier

41.4.2.1.3. Position 4: Subproject Code Identifier

41.4.2.1.4. Position 5-6: Training Category Codes (see **Attachment 6**, "ANG Training Category Codes" and **Table F-1**).

41.4.2.2. Air Force Reserves APC Structure.

41.4.2.2.1. Position 1-3: Organizational code

41.4.2.2.2. Position 4: E, numeric value or 0 (numeric zero)

41.4.2.2.3. Position 5-6: Training Category Codes if position is zero or E; or Subproject (see **Attachment 6** and **Table F-1**).

41.4.2.3. Air Force military personnel appropriation Funds APC Structure.

41.4.2.3.1. Position 1: numeric "3"

41.4.2.3.2. Position 2-4: Summary Account Code equivalent

41.4.2.3.3. Position 5-6: Training Category Codes (see **Attachment 6** and **Table F-1**).

41.4.3. APC Tables, Table 40. The primary APC table is Table 40. It contains APC, date groups, and accounting classification data.

41.4.3.1. The change codes (I, C, A, and D) are on Table 40 for an audit trail, so the user can follow what was done to the APC, the dates involved, and the last time it was accessed. The change codes are not intended to be a programming aid to validate APC dates.

41.4.3.2. The sub tables contain the APC, dates and accounting classification. The APC sub tables are:

41.4.3.2.1. Air Force Reserves – Sub table 01

41.4.3.2.2. ANG – Sub table 03

41.4.3.2.3. Air Force military personnel appropriation (3500) Funds – Sub table 15

41.4.3.2.4. Component of Pay Conversion Table – Sub table 13

41.4.3.2.5. Department of Defense Appropriations – Sub table 09

41.4.3.2.6. Retired Pay, Accrual APC Conversion Table RETAPC

41.4.4. Primary or Base Pay APC. The APC used in the transactions listed in Table 40 is the primary or base pay APC for the specific type duty the member has performed. For example, if an ANG officer assigned to Buckley ANG is on active duty for Training, and is in pay group A and is in training category code “AA”, the ANG APC that would be used in the active duty transaction TIN B6A1AA.

41.4.4.1. Non-duty entitlement APC. Non-duty entitlements, such as disability pay and clothing allowance, are not derived. This APC is the actual APC for the entitlement and not a base pay APC.

41.4.4.2. Transactions Containing APC. The following listed TINs contain APC. Most of these TINs are recorded 5 on History File 1. Subsequent entitlements and collection APC (such as those listed here) are obtained from these APC on HF1.

41.4.4.2.1. TIN A24

41.4.4.2.2. TINs B06, B10, B11

41.4.4.2.3. TIN C01

41.4.4.2.4. TINs D01, D02, D04, D05, D06, D07, D08, D09, D10, D12, D13, D15, D17

41.4.4.3. Transactions Using APC Derived from a Previous TIN. The TIN that does not contain APC, but does have APC derived for accounting purposes are:

41.4.4.3.1. TINs B03, B12, B13

41.4.4.3.2. TINs C02, C03, C04, C05, C11

41.4.5. Air Force Military Personnel Appropriation Fund APC.

41.4.5.1. Use the following APC:

41.4.5.1.1. Officer Base Pay: 3011ZZ

41.4.5.1.2. Enlisted Base Pay: 3603ZZ

41.4.5.1.2.1. The “ZZ” in the APC shown above is replaced with the actual training category code for that member. For an officer in Training Category Codes “TT,” the APC would be 3011TT.

41.4.5.1.2.2. Since there are TCCs for all military personnel appropriation duty, a valid Training Category Codes is required in the APC. See Appendix 7, “Military Personnel Appropriation Training Category Codes.”

#### 41.4.5.2. APC Edits and Validations.

41.4.5.2.1. The APC is validated on Table 40. The match is on APC and dates against the date groups on Table 40.

41.4.5.2.2. If the APC TIN dates do not fall within a date group on Table 40, it rejects, with an error message 0354, “APC IS NOT VALID FOR GIVEN DATE(S)”.

41.4.5.2.3. If the APC used in the transaction has no match on the APC Table 40, it rejects, with error message 0343, “APC IS INVALID”.

41.4.5.2.4. A DR debt needs to contain an APC from Sub table 09, the Department of Defense Appropriations Sub table.

41.4.5.2.5. An edit exists in the DJMS-RC system between APC and PAS codes. The edit checks a member’s PAS code and whether or not the APC is open to specific Personnel Accounting Symbol. Basically, Guard members are not paid from Reserve APC and Reserve members are not paid from Guard APC. If the error message “APC DOES NOT MATCH Personnel Accounting Symbol” is received, then check the PAS of the member. If the member has recently changed from being a Guard member to a Reservist or vice versa, submit an A09 transaction to place them in the correct PAS and then resubmit the original transaction.

### 41.5. Special Reports.

41.5.1. Non-Participating Members. The UH022-250, Inactive 1 & 2 Years, is distributed, quarterly, to each unit identified on the report and to each Support Center. Units are to verify the members listed are still current since the pay system does not have any performance in over a year. The report displays the member’s SSN, full name, and full PAS code. This report ensures separations are processed, SGLI is not indebted incorrectly, member should be points only performance, and notify member’s Commanders in non-performance.

41.5.2. Report is returned to the Reserve Component Pay Office after a reasonable suspense and completion of a review for maintaining in accordance with AFRIMS Table and Rule for Reconciliation Lists. Reserve Component Pay Office ensures proper annotation in accordance with Secretary of the Air Force/Financial Management requirements.

**Table 41.1. APC Table for Inactive Duty.**

APC (APC)			
for Inactive Duty			
1 <sup>st</sup> two (2) Digits	3rd Digit Tour Type	4th Digit Officer/ Enlisted	5th & 6th Digits Examples of WUC
Base	U - UTA	1 - Officer 3 - Enlisted	KA or KB
Base	F - Additional Flying Training Period		LA, LB, LC, or LD
Base	P - PT		HA, HB, HC, HD, or HE
Base	Q - EQT		KA or KB
Base	T - TPPA		IT
***Base Code is a 2-digit alpha-numeric code (Example: K4)			

**Figure 41.1. Financial Management Adjustment Memo.**

Official Letter Head  Request MEMORANDUM FOR: DFAS-IN/JAM  FROM: XXX CPTF or Air Reserve Personnel Center/FM  SUBJECT: Adjustment of Financial Management Report  TO: Rachel Sanders ( <a href="mailto:rachel.l.sanders6.civ@mail.mil">rachel.l.sanders6.civ@mail.mil</a> )  The information furnished below is to correct the financial management reports. Member's Information:      First and Last Name, Rank, and SSN Charge payment to:          Accounting and Disbursing Symbol Number 380100, PAS Code, Program Element Code Erroneous Fund Cite:          Incorrect LOA on the order used Correct Fund Cite:            LOA that should have been used Items to be corrected: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Component of Pay</th> <th style="text-align: left;"># of Days</th> <th style="text-align: left;">\$ Amount</th> <th style="text-align: left;">Voucher #</th> <th style="text-align: left;">Date payment posted</th> </tr> </thead> <tbody> <tr> <td>AE</td> <td>3</td> <td>\$537.39</td> <td>60 (CRIS provided)</td> <td>6/1/2015</td> </tr> <tr> <td>A1</td> <td>16</td> <td>\$1,573.76</td> <td>84</td> <td>6/12/2015</td> </tr> <tr> <td>FG</td> <td>16</td> <td>\$465.12</td> <td>84</td> <td>6/12/2015</td> </tr> </tbody> </table>	Component of Pay	# of Days	\$ Amount	Voucher #	Date payment posted	AE	3	\$537.39	60 (CRIS provided)	6/1/2015	A1	16	\$1,573.76	84	6/12/2015	FG	16	\$465.12	84	6/12/2015	Date of
Component of Pay	# of Days	\$ Amount	Voucher #	Date payment posted																	
AE	3	\$537.39	60 (CRIS provided)	6/1/2015																	
A1	16	\$1,573.76	84	6/12/2015																	
FG	16	\$465.12	84	6/12/2015																	
Please direct questions to the undersigned at DSN ###-####.																					
(Signature Block)																					

**Figure 41.2. APC (APC) Update Request.**

<b>OFFICIAL LETTER HEAD</b>	
MEMORANDUM FOR: ANG/FM or AFRC/FMXO	Date of Request
FROM: XXX CPTF or Air Reserve Personnel Center/FM	
SUBJECT: APC (APC) Update Request	
TO: DFAS-IN/ZTB	
1. Request the following APC data be added/changed/deleted from the appropriate APC sub table:	
Sub table	
Start Date of the APC	
Stop Date of the APC	
Department Fiscal	
Year Basic Symbol	
Limitation	
Air Force Fund Code/Army MAJOR COMMAND	
Air Force Fiscal Year/Army Reimbursement Designator	
Air Force Operation Agency Code-Operating Budget Account Code/ Army Allotment Serial Number	
Air Force Project/Subproject/Army Management Structure	
Army Element of Resource (EOR) - (Needs to reside on Component of Pay Table)	
Air Force Disbursing Station Symbol Number/ Army Fiscal Station Number	
Air Force ESP Code (Training Category Code)	
Status Change Code - Use the following letters:	
A - Add a new APC to the table	
C - Change a data element in the accounting classification	

D - Delete an APC or accounting classification from the sub tables

I - Inactivate an APC. (It cannot be used in production effective with the last stop date on Table 40

2. Point of Contact for this request is (full name and rank or grade), (office symbol or organization), DSN XXX-XXXX.

(SIGNATURE BLOCK)

## Chapter 42

### OVERSEAS STATION ALLOWANCE

**42.1. Entitlement.** Overseas Housing Allowance (OHA) is authorized to assist members in defraying the excess cost incurred incident to assignment on permanent duty to a station outside CONUS. Conditions of entitlement to OHA are contained in JTR, Appendix K.

**42.2. Substantiating Documents:**

42.2.1. The base billeting or housing office furnishes data to the Reserve Component Pay Office on the DD Form 2367. A DD Form 2367 is required on all actions except Permanent Change of Station Orders, separation, or when Basic Allowance for Housing is being changed. When member's recertification requires a change to OHA, the member completes the DD Form 2367 and provides the necessary supporting documents to the housing office for review and signature before they furnish it to the Reserve Component Pay Office for use as the source document for the changes.

42.2.2. The member has to complete AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance, to Meet Extraordinary Expenses Incident to Permanent Change of Station Orders Move* (**Table 30.2**), when requesting an advance payment for housing. The AF Form 1039 contains the approving official's signature.

**42.3. Reserve Component Pay Office Actions.** Compute entitlements based on JTR, Appendix K.

42.3.1. Look up the location for OHA at: <http://www.defensetravel.dod.mil/site/locCodeCalc.cfm>

42.3.2. Verify the location is in DJMS by going to JWMM, Table 65.

42.3.3. OHA is calculated using the member's monthly rent (up to the prescribed locality rental allowance ceiling), and adding the appropriate utility/recurring maintenance allowance for the specific area. The ceilings for members with dependents are based on housing cost data obtained from members in each area concerned. The ceilings, for members with and without dependents, are found on the DTMO website at <http://www.defensetravel.dod.mil/site/OHA.cfm>. (See **Figure 42.1**)

42.3.4. Process a TIN C05, with a component of pay 51, OHA (OHA).

42.3.4.1. A TIN C05 may be submitted and paid on the exact date of the code 2 (mid-month) or Code 3, end-of-month update (end-of-month) updates.

42.3.4.2. The TIN C05 needs to arrive at DFAS-IN by the date of the code 2 or Code 3, end-of-month update run or they recycle until the next coded update.

42.3.5. Use a TIN D02 for all adjustment transactions outside Immediate Access Storage. See Chapter 43, "DFAS-IN Unique Transaction – TIN D01, TIN D02, and Permanent Duty Station" for TIN D02 procedures.



**Figure 42.1. Outside the CONUS Entitlements Matrix.**

Dependency Status	Dependents Relocate	Dependent Restricted	Assigned Govt Quarters/Family	Assigned Govt Quarters/Single	Entitlements
With	Yes	Yes	Yes	N/A	Single rate Cost of Living Allowance, Temporary Lodging Allowance (if applicable)
With	Yes	Yes	No	N/A	Single rate OHA, single rate Cost of Living Allowance, Move In Housing Allowance, Temporary Lodging Allowance (if applicable)
With	Yes	No	Yes	N/A	With dependent Cost of Living Allowance, Temporary Lodging Allowance (if applicable)
With	Yes	No	No	N/A	With dependent OHA, with dependent Cost of Living Allowance, Move In Housing Allowance, Temporary Lodging Allowance (if applicable), DLA
With	No	Yes	N/A	Yes	With dependent Basic Allowance for Housing I for dependent location, single rate Cost of Living Allowance, Family Separation Allowance-R, Temporary Lodging Allowance (if applicable)
With	No	Yes	N/A	No	With dependent Basic Allowance for Housing I for dependent location, single rate OHA, single rate Cost of Living Allowance, Move In Housing Allowance, Family Separation

					Allowance-R, Temporary Lodging Allowance (if applicable)
With	No	No	N/A	Yes	Single rate Cost of Living Allowance, Temporary Lodging Allowance(if applicable)
With	No	No	N/A	No	Single rate OHA, single rate Cost of Living Allowance, Move In Housing Allowance, Temporary Lodging Allowance (if applicable)
Without	N/A	N/A	N/A	Yes	Single rate Cost of Living Allowance, Temporary Lodging Allowance (if applicable)
Without	N/A	N/A	N/A	No	Single rate OHA, single rate Cost of Living Allowance, Move In Housing Allowance, Temporary Lodging Allowance (if applicable)

## Chapter 43

### DFAS-IN UNIQUE TRANSACTIONS – TINS D01 AND D02, AND PERMANENT DUTY STATION

#### 43.1. Reserve Pay Office.

43.1.1. This Chapter provides formats and instructions in the use of unique transactions, personnel transactions, and Joint Base San Antonio-Lackland transactions.

43.1.2. Unique transactions are used to pay, collect, or adjust pay and allowances outside immediate access storage (Immediate Access Storage ); pay, collect, or adjust non-automated entitlements, both within and outside Immediate Access Storage ; and pay, collect of adjust disability payments both inside or outside Immediate Access Storage.

43.1.3. Certain unique transactions, action indicators and components of pay are restricted to central site, but most are available for use by the payroll offices. Personnel and Joint Base San Antonio-Lackland transactions are restricted to central site for resubmission of rejects; however, the formats are included for your information.

#### 43.2. Quality Assurance Audit Procedures for Processing TIN D02 Transactions.

43.2.1. Reserve Component Payroll Offices are required to establish a quality assurance program to ensure computations of pay and allowances are accomplished in accordance with regulatory guidance (T-0). Input sources are responsible for monitoring the use of generic components of pay (Component of Pay IS, IT and W7) and establishing standards for how often the generic cops are monitored as well as procedures for reporting continued misuse of the generic Component of Pay. Input sources are responsible for ensuring a TIN D18, message transaction, is input when a generic Component of Pay is used on a TIN D02 transaction. The D18 identifies the purpose of the generic Component of Pay.

43.2.2. These procedures should include, but are not limited to, a pre-audit of pay computations and transactions prior to submission for payment into the DJMS-RC pay system, procedures for controlling and sorting supporting documents for all payments, and random post-audits of pay records to prevent erroneous payments.

43.2.3. DFAS-IN/FJP conducts random audits of TIN D02 payments to ensure computations are correct. Payroll offices may be asked to furnish supporting documents to support payments made.

#### 43.3. D01 Procedures for Adjustments to Inactive Duty.

43.3.1. The D01 transactions are used to adjust basic and incentive pay for inactive duty outside Immediate Access Storage, adjust FITW, SITW, and Federal Insurance Contributions Act tax fields for current year, and to make FITW refunds for current year. Tax adjustments and refunds are restricted to central site. Payroll offices may use the D01 transaction for inactive duty adjustments outside Immediate Access Storage. A separate D01 is to be used for each entitlement and for each month of performance. B12 and B13 transactions are to be used for adjustments inside Immediate Access Storage.

43.3.2. Non-automated entitlements within Immediate Access Storage, e.g., dual incentive pays and special pays are to be paid using the TIN D02 transaction with a pseudo components of pay. See [Table 43.4.](#) and [Table 43.5](#) for the D01 transaction formats.

43.3.3. Gross amount entered in the D01 transaction is divided by total days derived by subtracting the start date from the stop date and adding one. This rate is compared to the current FELS maximum rate table when a D01 contains an action indicator of A or B. If the computed daily rate exceeds the maximum daily rate on the table, the transaction is rejected to the FELS error report, UH022-0205. This report may be found in the Sysout Archive and Retrieval System under distribution identifier JFRFLD1. The report identifier number in Sysout Archive and Retrieval System is FR0205DF.

#### **43.4. Changes to TIN D02 Procedures.**

43.4.1. The TIN D02 transaction has been changed for ease of use by both the field and central site. One input transaction format is used for all types of pay and adjustments (see [Table 43.3.](#)). A separate transaction is used for each entitlement and for each month of adjustment.

43.4.2. Components of pay and action indicators (AI) in the transaction are used to determine the type of payment or adjustment transaction which are generated (see [Table 43.12.](#)).

43.4.3. Generated Transactions appear on processed transaction history; rejects are returned to the input source for research and resubmission as necessary in the same format as it entered the update.

43.4.4. The TIN D02 makes for adjustments for: Any pay for which the dates of performance are outside Immediate Access Storage, Incapacitation pay (Line Of Duty) within and outside Immediate Access Storage, and Adjustments and payment of SAVE PAY within and outside Immediate Access Storage.

43.4.4.1. Gross amount entered in the TIN D02 transaction is divided by total days derived by subtracting the start date from the stop date and adding one. This rate is compared to the current FELS maximum rate table when a TIN D02 contains an action indicator of A or B.

43.4.4.2. If the computed daily rate exceeds the maximum daily rate on the table, the transaction rejects to the FELS error report, UH022-0205, this report may be found in Sysout Archive and Retrieval System under distribution identifier JFRFLD. The report identifier number in Sysout Archive and Retrieval System is FR0205DF.

43.4.5. Adjustments Outside of Immediate Access Storage.

43.4.5.1. The TIN D02 may be used to make adjustments outside of Immediate Access Storage. When this revised TIN D02 processes, the Component of Pay determines which “old” active duty TIN is generated for processing through the system. The AI tells the computer what to do in conjunction with the Component of Pay (see [Table 43.12.](#)).

43.4.6. Adjustments inside Immediate Access Storage with the exception of non-automated entitlements are made using the TINs C03, C04, and C05.

43.4.7. Non-Automated Adjustments Inside/Outside Immediate Access Storage. TIN D02 transactions are used to make payments both inside and outside Immediate Access Storage for non-automated adjustments, e.g., dual incentive pays, or special pays. This applies to both active and inactive duty. Active duty is paid using the appropriate Component of Pay and requires a value of 50 in the calendar. Pseudo Component of Pay "IT" is used for inactive duty.

#### **43.5. Incapacitation Pay.**

43.5.1. Incapacitation pay is paid on TIN D02 transactions after computation is complete.

43.5.1.1. Use DUTY TYPE "1" (one) to indicate this is for incapacitation pay. The DUTY TYPE indicator tells the computer what to do in conjunction with the Component of Pay (see [Table 43.26](#)).

43.5.1.2. The member's calendar is updated with a value of 10 for each day the entitlements is paid. Basic pay is to be posted before the additional entitlements can be paid. It is not necessary to hold the TIN D02 transactions for additional entitlements when submitting the TIN D02 transaction for basic pay, because the computer-generated transactions post and pay in the appropriate sequence.

43.5.1.3. Data is transmitted to the Point Credit Accounting System (Point Credit Accounting and Reporting System) to preclude the member receiving points for the period he/she is incapacitated.

43.5.1.4. Taxes are computed automatically when payments are made.

#### **43.6. Save Pay.**

43.6.1. A member may be entitled to Save Pay when an enlisted member is promoted to warrant officer or commissioned as an officer, and his/her enlisted or previous grade's pay is more than his/her current grade. The difference between the two is paid to the member.

43.6.2. The payroll office should flag the member's file so a manual comparison of current and first prior pay rates may be accomplished. This is done for each payment made until a longevity increase, mass rate, or another promotion affecting the difference between the two rates pushes the current rate to more than the first prior. Payment is made using the following Component of Pay's:

43.6.2.1. A9 – Save Pay Base Pay

43.6.2.2. AA – Save Pay Allowances

43.6.2.3. AB – Save Pay Incentive Pay

43.6.3. A separate TIN D02 is required for each month.

43.6.4. Reservists Special Separation Pay/Reservists Involuntary Separation Pay – Central Site Processing Only. Reservists Special Separation Pay and Reservists Involuntary Separation Pay programs were effective in March 1993.

43.6.5. All payments are made at central site, using the TIN D02 transaction format. The TIN D02 input transaction converts to a D13 output transaction.

43.6.6. The following Component of Pay's are used: AP – Reservists Special Separation Pay; AQ – Reservists Involuntary Separation Pay.

43.6.7. Payment is made upon receipt of legitimate orders from the Air Reserve Personnel Center, stating the member is entitled to Reservists Special Separation Pay or Reservists Involuntary Separation Pay. The initial payment is made by DFAS-IN/FJPA. For Reservists Special Separation Pay, any future payments are made by DFAS -Cleveland.

#### **43.7. D17 Procedures for Accrued Leave Adjustments.**

43.7.1. Adjustments to accrued leave are restricted to central site. D17 transactions are used to collect payments of accrued leave within Immediate Access Storage and to pay, adjust, and collect payments of accrued leave outside Immediate Access Storage. See [Table 43.27](#) for the D17 transaction format.

43.7.2. ADJ-AMT is divided by ADJ-NO-DAYS to obtain a daily rate. This rate is compared to the current FELS MAX rate table. If the rate input (contained) in the transaction exceeds the maximum daily rate allowable, the A32 rejects with error message "DAILY RATE EXCEEDS THE MAXIMUM DAILY RATE". This reject appears on the FELS error report, UH022-0205. This report may be found in Sysout Archive and Retrieval System under distribution identifier JFRFLD1. The report identifier number in Sysout Archive and Retrieval System is FR0205DF.

**43.8. TIN D18 Message Transaction Procedures.** The TIN D18 is used to add information, such as an audit trail, or to explain an action being taken. A TIN D18 is input when a generic component of pay (Component of Pay IS, IT or W7) is used on a TIN D02. The TIN D18 needs to identify the purpose of the generic Component of Pay. **NOTE:** The TIN D18 posts to the member's MMPA and provides an audit trail for generic Component of Pay. It does not print on the member's Leave Earning Statement. See [Table 43.28](#) for the TIN D18 format.

**Table 43.1. DFAS-IN Adjustment/Indebtedness Transactions (TIN).**

DFAS-IN Adjustment/Indebtedness Transactions (TIN)		
TIN	TITLE	TABLE
A38	Date of Gain. Restricted to DFAS-IN.	<b>Table 43.30.</b>
D01	IAD and Tax Adjustments. Tax Adjustments are Restricted to DFAS-IN.	<b>Table 43.7.</b>
D02	Input Format Only.	<b>Table 43.3.</b>
D02 (computer-generated output)	Active Duty Basic Pay and Federal Insurance Contributions Act, Positive	<b>Table 43.11.</b>
D04 (computer-generated output)	Medical, Dental, Veterinary, Optometry Pay, Positive/Negative	<b>Table 43.14.</b>
D05 (computer-generated output)	Special Pays	<b>Table 43.14.</b>
D06 (computer-generated output)	Active Duty Incentive Pay, Positive/Negative	<b>Table 43.14.</b>
D08 (computer-generated output)	Basic Allowance for Quarters, OHA, VHA, Positive/Negative	<b>Table 43.18.</b>
D09 (computer-generated output)	Basic Allowance for Subsistence, Cost of Living Allowance, Positive/Negative	<b>Table 43.18.</b>
D10 (computer-generated output)	Hostile Fire Pay, Positive/Negative	<b>Table 43.21.</b>
D12 (computer-generated output)	Family Separation Allowance II, Positive/Negative	<b>Table 43.21.</b>
D13 (computer-generated output)	Other Adjustments, Positive/Negative	<b>Table 43.24.</b>
TIN D15 (computer-generated output)	Active Duty Basic Pay and Federal Insurance Contributions Act, Negative	<b>Table 43.11.</b>
D17	Accrued Leave Basic Pay, Positive/Negative. Restricted to DFAS-IN	<b>Table 43.28.</b>
D18	Messages (include source document if not included in another D transaction). (Also Reserve Component Payroll Office input.)	<b>Table 43.29.</b>
E01	DFAS-IN	<b>Table 43.31.</b>
006	Unit Change. Restricted to DFAS-IN	<b>Table 43.32.</b>

**Table 43.2. Personnel Data System (Permanent Duty Station) Transactions.**

Personnel Data System (Permanent Duty Station) Transactions		
TIN	TITLE	TABLE
AA1	Gain	<b>Table 43.33.</b>
102	Social Security Number Change	<b>Table 43.34. and Table 43.35.</b>
104	Name Change	<b>Table 43.34. and Table 43.35.</b>
106	Pay Date Change	<b>Table 43.34. and Table 43.35.</b>
113	Grade Change (also used by Reserve Component Payroll Office to validate effective date for pay date retroactive computation.)	<b>Table 12.2., Table 43.34., and Table 43.35.</b>
114	Officers Service Date Change	<b>Table 43.34. and Table 43.35.</b>
115	Aviation Service Date Change	<b>Table 43.34. and Table 43.35.</b>
900	Loss	<b>Table 43.34. and Table 43.35.</b>



**Table 43.3. TIN D02 – DFAS-IN Uniques.**

Data Element Name	Explanation
CALENDAR YEAR OVERPAYMENT WAS RECEIVED	Must be “YY” if Action Indicator is “C”, “D” or “G”.
HISTORY FILE 2 BYPASS CODE	Must be space or “X”. “X” is restricted to DFAS-IN use only.
ACTION INDICATOR	Must be one of the following: A – Payment of entire entitlement B – Supplement payment C – Collect entire amount of entitlement D – Collection due to overpayment G – Check cancellation (check cancellation is restricted to DFAS-IN).
TYPE OF DUTY OR TOUR	Must be one of the following or may be left blank: L – Long tour S – Short tour X – Stipend 1 – Incapacitation Pay (numeric one)
OFFICER/ENLISTED INDICATOR	Must be one of the following: O – Officer (alpha) E – Enlisted W – Warrant Officer If the CBPO code is S8, then this field must contain an alpha O.
APC	APC must be on Table 40 and must be authorized for the dates on the transaction. If the GROSS AMOUNT is zero, the APC must be blank.
COUNTRY CODE	Hostile Fire Pay Country Code.
Component of Pay	If TYPE OF DUTY OR TOUR is “X,” then Component of Pay must be “AC” or “AD.” If the GROSS AMOUNT is zero, then Component of Pay must be “A1”, “AC”, or “AD”. If CBPO is “S8”, then the Component of Pay must be “A1”, “AC”, “F1 through F4”, “H1”, “H2”, “H5”, “H6”, “H8”, “HB”, “HC”, “R1”, “SA”, or “SB”. See <b>Table 43.12.</b> or <b>Table 43.13.</b> See notes on Component of Pay below.
GROSS AMOUNT OF ADJUSTMENT	Must be numeric. (If adjustment is negative, the computer generated “D” adjustment transaction is an alpha J through R (negative 1 = J, negative 2 = K, etc.). TIN D15 shows the alpha J through R for negative amounts.) See <b>Table 43.4.</b> , “Changes to TIN D02 Procedures”
START DATE	Must be numeric (YYMMDD).
STOP DATE	Must be numeric (YYMMDD).

ORDER NUMBER	May be alpha/numeric, but first position must not be an alpha character.
TRAVEL DAYS	Must be numeric.
ZIP CODE/JTR LOCATION	Five-digit numeric. Must be a valid ZIP code.
CLERK IDENTIFICATION	Must not be spaces.
PAS(Personnel Accounting Symbol)	When Component of Pay is "AC", the CBPO must be "S8." When the Component of Pay is "AD", the PAS must be "963IFCCH", "963ICCK", or 963IFCCQ."
COMMON DATA: State or Pay Group and Mobilization Augmentee, TIN, AND SUBMISSION DATE	See <b>Table 2.4.</b> or <b>Table 2.5.</b> Enter "TIN D02" in card.

**Table 43.4. TIN D01 – Common Edits – UTA /AFTP Basic Pay Positive/Negative Adjustments.**

Description
5 – Foreign Language Proficiency Pay
Gross Amount of Adjustment
Action Indicator (see <b>Table 43.5.</b> , <b>Table 43.7.</b> , and <b>Table 43.9.</b> for specific formats used with each action indicator)
Accounting Process Code
State Income Tax Withheld State Adjustment. Restricted to DFAS-IN use only.
Officer/Enlisted Indicator O – Officer (alpha O) W – Warrant Officer E – Enlisted
Type of Inactive Duty 2 – UTA – Additional Flying Training Period - PT (ANG only)
Number of Periods to be Adjusted
Component of Pay (see <b>Table 43.6.</b> , <b>Table 43.8.</b> , and <b>Table 43.10.</b> for components of pay as they relate to action indicators used in the D01 transactions).
Year Inactive Duty Performed
Month Inactive Duty Performed
First Day to be Adjusted
First Day Period to be Adjusted
Second Day to be Adjusted
Second Day Period to be Adjusted
Third Day to be Adjusted
Third Day Period to be Adjusted
Fourth Day to be Adjusted
Fourth Day Period to be Adjusted
Difference in Pay Indicator D – Supplemental Payment Space - all others
Filler
Clerk identifier
History File 3 Bypass Code. Restricted to DFAS-IN.
Fiscal Year Inactive Duty Performed
Amount of Adjustment to Deductions. Restricted to DFAS-IN
Personnel Accounting Symbol
State or Pay Group and Mobilization Augmentee

**Table 43.5. TIN D01 – Action Indicators A, C, and G.**

Description
Common data (see <b>Table 43.4.</b> )
Action Indicator A – Payment C – Collection G - Check cancellation (Central Site only)
Accounting Process Code
Calendar year overpayment was received.
Common data (see <b>Table 43.4.</b> )
Amount of Adjustment to FITW Tax. Must be ZEROS.
Common data (see <b>Table 43.4.</b> )

**Table 43.6. TIN D01 – Components of Pay – Action Indicators A, C, and G.**

TIN D01 - Components of Pay - Action Indicators A, C, and G	
Component of Pay	Description
A1	Basic Pay
I1	Aviation Career Incentive Pay (Aviation Career Incentive Pay )
IC	Crew Member Hazardous Duty Incentive Pay (Hazardous Duty Incentive Pay )
ID	Non-Crew Member Hazardous Duty Incentive Pay
IE	Parachute Hazardous Duty Incentive Pay (not High Altitude Low Opening Parachute Hazardous Duty Incentive Pay )
IF	Demolition Hazardous Duty Incentive Pay
IG	Experimental Stress Hazardous Duty Incentive Pay
IH	Toxic Fuels Hazardous Duty Incentive Pay
II	Dangerous Viruses Lab Hazardous Duty Incentive Pay
IJ	High Altitude Low Opening Parachute Hazardous Duty Incentive Pay
IK	Chemical Munitions Hazardous Duty Incentive Pay
IR	Designated Unit Pay (Navy only)
UF	Foreign Language Proficiency Pay Level 1 - \$ 25
UG	Foreign Language Proficiency Pay Level 2 - \$ 50
UH	Foreign Language Proficiency Pay Level 3 - \$ 75
UI	Foreign Language Proficiency Pay Level 4 - \$100

**Table 43.7. TIN D01 – Action Indicators H and I.**

Description
Common data (see <b>Table 43.4.</b> )
Action Indicator H - Increase Federal Insurance Contributions Act /Federal Income Tax Withheld/State Income Tax Withheld wages and deductions I - Decrease Federal Insurance Contributions Act /Federal Income Tax Withheld/State Income Tax Withheld wages and deductions
Accounting Process Code. Must be spaces
State Income Tax Withheld State Adjusted
Common data (see <b>Table 43.4.</b> )
Must be zeros
Must be “Z1”, “Z4”, or “Z7”. See <b>Table 43.8.</b>
Spaces
Common data (see <b>Table 43.4.</b> )
Amount of Adjustment to Tax Withheld
Common data (see <b>Table 43.4.</b> )

**Table 43.8. TIN D01 – Components of Pay – Action Indicators H and I.**

D01 - Components of Pay - Action Indicators H and I	
Component of Pay	Description
Z1	Employee's Share Federal Insurance Contributions Act
Z4	Federal Income Tax Withheld
Z7	State Income Tax Withheld

**Table 43.9. TIN D01 – Action Indicators J.**

Description
Common data (see <b>Table 43.4.</b> )
Action Indicator
J - Decrease FITW deductions and refund tax
APC. Must be (CBPO 2-digit identifier) FITW. Example: R3IFTW.
Common data (see <b>Table 43.4.</b> )
0 (zero)
Must be “Z4”.
Common data (see <b>Table 43.4.</b> )
Amount of Adjustment to FITW Deductions
Common data (see <b>Table 43.4.</b> )

**Table 43.10. TIN D01 – Components of Pay – Action Indicator J.**

D01 - Components of Pay - Action Indicator J	
Component of Pay	Description
Z4	Federal Income Tax Withheld

**Table 43.11. TIN D02 (Positive)/TIN D15 (Negative) – Output Only.**

Explanation
Common data (see <b>Table 43.3.</b> )
Adjustment Amount (see <b>Table 43.5.</b> , “Procedures for Accrued Leave Adjustments”)
Fiscal Year of the original payment
APC of the original payment
Number of days being adjusted
Component of Pay of original payment being adjusted
Federal Insurance Contributions Act Adjustment Amount
Stipend
Tour Length L - Tour 30 days or more S - Tour less than 30 days 1 - Incapacitation Pay
Adjusted Start Date
Adjusted Stop Date
Military Personnel Classification
Manual Adjustment Code
Clerk identifier
History File 2 Bypass Code. (DFAS-IN only)
Check Cancellation Flag. (DFAS-IN only)
Vessel Categories. (Must be blank for Air Force)
Action Indicator A - Payment of Entire Entitlement B - Supplemental Payment C - Collect Entire Amount of Entitlement D - Collection Due to Overpayment G – Check Cancellation
Personnel Accounting Symbol
State or Pay Group and Mobilization Augmentee
Transaction Identification
Julian Date of Submission

**Table 43.12. TIN D02 – Action Indicator/ Component of Pay / Processing Logic Table.**

TIN D02 - Action Indicator/ Component of Pay / Processing Logic Table		
When TIN D02 Action Indicator is:	And the Component of Pay is:	The Processing Logic is:
A, B, C, D, G	A1, A9, AC, AD, AI, or C4	TIN D02/TIN D15 (see <b>Table 43.13.</b> )
A, B, C, D, G	B3, B4, B5, B6, or CF	D04 (see <b>Table 43.15.</b> )
A, B, C, D, G	A8, B1, B7, B8, B9, BA, BB, BC, BD, BE, BF, BG, BH, CA, CB, CC, CD, CE, CK, CI, Q1, QD, UF, UG, UH, or UI	D05 (see <b>Table 43.16.</b> )
A, B, C, D, G	AB, C5, BI, I1, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IU, or IV	D06 (see <b>Table 43.17.</b> )
A, B, C, D, G	C6, CH, CJ, H1, H2, H3, HB, HC, HD, HE, HF, HG, HM, HN, HR, SA, or SB	D08 (see <b>Table 43.19.</b> )
A, B, C, D, G	C7, C8, F1, F2, F3, F4, H5, H6, HS, or HT	D09 (see <b>Table 43.20.</b> )
A, B, C, D, G	B2, CG	D10 (see <b>Table 43.22.</b> )
A, B, C, D, G	H8, H9, and HA	D12 (see <b>Table 43.23.</b> )
A, B, C, D, G	A7, AA, AD, AG, AH, AP, AQ, BJ, BK, BL, BM, BN, BS, BT, BV, BW, BX, BY, BZ, BU, BP, BQ, BR, C1, C2, C9, CI, CX, IS, IT, R4, R5, R6, R7, U1, U2, U3, U4, U5, U6, U7, U8, U9, UA, UB, UC, UJ, UK, W7, Y1, Y3, YS, YH, Z5, Z6, Z7, ZZ, or R3 (between 9 Jul 52 and 29 Nov 90)	D13 (see <b>Table 43.25.</b> )
<b>Note:</b> For Navy members, there is an additional component of pay available when the TIN D02 action indicator is A, B, D, or G, and the processing logic is D05. However, that has not been included in this table as it applies to Navy only.		



**Table 43.13. TIN D02 and D15 – Components of Pay.**

TIN D02 and TIN D15 - Components of Pay	
Component of Pay	Description
A1	Basic Pay
A9	Basic Pay, Save Pay
AC	Health Professions Scholarship Program Stipend, Financial Assistance Program
AD	Specialized Training Assistance Program
AI	Individual Ready Reserve Annual Screen Pay
C4	Basic Pay, Incapacitation Pay

**Table 43.14. TINs D04, D05, D06 – Medical, Dental, Veterinary and Optometry Special Pay Positive/Negative Adjustments.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Filler
Start date
Stop date
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.15. TINs D04 – Components of Pay.**

TIN D04 - Components of Pay	
Component of Pay	Description
B3	Medical Special Pay
B4	Optometry Special Pay
B5	Dental Special Pay
B6	Veterinarian Special Pay
CF	Incapacitation, Medical, Dental, Veterinary and Optometry Special Pay

**Table 43.16. TIN D05 – Components of Pay.**

TIN D05 - Components of Pay	
Component of Pay	Description
A8	Proficiency Pay
B1	Foreign Duty Pay
B7	Special Pay, Diving Duty
B8	Special Pay, Para
B9	Special Pay, Scuba
BA	Special Pay, Sea Duty
BB	Marine Diving Officer Special Pay
BC	Master Diver Special Pay
BD	1st Class Diver Special Pay
BE	Salvage Diver Special Pay
BF	2nd Class Diver Special Pay
BG	Combat Diver Special Pay
BH	Special Pay, Career Sea Duty
CA	Incapacitation Pay, Pro Pay
CB	Incapacitation Pay, Foreign Language Proficiency Pay I
CC	Incapacitation Pay, Foreign Language Proficiency Pay II
CD	Incapacitation Pay, Foreign Language Proficiency Pay III
CE	Incapacitation Pay, Foreign Language Proficiency Pay IV
CI	Incapacitation Pay, Special Duty Assignment Pay
CK	Incapacitation Pay, Foreign Duty
Q1	Special Duty Assignment Pay, Recruiter
QD	Special Duty Assignment Pay, Recruiter
UF	Foreign Language Proficiency Pay, Level 1
UG	Foreign Language Proficiency Pay, Level 2
UH	Foreign Language Proficiency Pay, Level 3
UI	Foreign Language Proficiency Pay, Level 4

**Table 43.17. TIN D06 – Components of Pay.**

TIN D06 - Components of Pay	
Component of Pay	Description
AB	Incentive Pay, Save Pay
BI	Special Pay, Toxic Pesticides
C5	Incentive Pay, Incapacitation Pay
I1	Aviation Career Incentive Pay - Type A
IC	Hazardous Duty Incentive Pay, Crew Member
ID	Hazardous Duty Incentive Pay, Non-Crew Member
IE	Hazardous Duty Incentive Pay, Parachute (not High Altitude Low Opening Parachute Hazardous Duty Incentive Pay )
IF	Hazardous Duty Incentive Pay, Demolition
IG	Hazardous Duty Incentive Pay, Experimental Stress
IH	Hazardous Duty Incentive Pay, Toxic Fuels
II	Hazardous Duty Incentive Pay, Dangerous Viruses Lab
IJ	Hazardous Duty Incentive Pay, Parachute - High Altitude Low Opening
IK	Hazardous Duty Incentive Pay, Chemical Munitions
IL	Hazardous Duty Incentive Pay, Flying Duty – Non-rated Crew
IM	Hazardous Duty Incentive Pay, Diving Duty - Weapons Control Crew
IN	Hazardous Duty Incentive Pay, Leprosarium Duty
IU	Hazardous Duty Incentive Pay, Aviation Cont - Pilot
IV	Hazardous Duty Incentive Pay, Aviation Cont - Navigator

**Table 43.18. TINs D08 and D09 – Basic Allowance for Housing, OHA, Basic Allowance for Housing Positive/Negative Adjustments.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Variable Housing Allowance entitlement code
Filler
ZIP code
Adjusted Start date
Adjusted Stop date
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.19. TIN D08 – Components of Pay.**

TIN D08 - Components of Pay	
Component of Pay	Description
C6	Incapacitation Pay, Basic Allowance For Quarters
CH	Incapacitation Pay, VHA
CJ	Incapacitation Pay, OHA
H1	Basic Allowance For Quarters, with dependents - Officers
H2	Basic Allowance For Quarters, without dependents
H3	Basic Allowance For Quarters, partial rate
HB	VHA, with dependents
HC	VHA, without dependents
HD	VHA, full with dependents (interim)
HE	VHA, full without dependents (interim)
HF	VHA, without dependents, dual
HG	Basic Allowance For Quarters , with dependents - Enlisted
HM	VHA, with dependents (old SAFID)
HN	VHA, without dependents (old SAFID)
HR	Basic Allowance for Housing-Differential
SA	OHA, with dependents
SB	OHA, without dependents

**Table 43.20. TIN D09 – Components of Pay.**

TIN D09 - Components of Pay	
Component of Pay	Description
F1	Basic Allowance for Subsistence, Type H
F2	Basic Allowance for Subsistence, Type K - Emergency Conditions
F3	Basic Allowance for Subsistence, Type B - Separate Rations
F4	Basic Allowance for Subsistence, Officer
H5	Cost of Living Allowance, with dependents
H6	Cost of Living Allowance, without dependents
HS	CONUS Cost of Living Allowance, without dependents
HT	CONUS Cost of Living Allowance, with dependents
C7	Incapacitation pay, Basic Allowance for Subsistence
C8	Incapacitation pay, Cost of Living Allowance

**Table 43.21. D10/D12 – Hostile Fire Pay/Family Separation Allowance Positive/Negative Adjustments.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Adjusted Start date
Adjusted Stop date
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.22. D10 – Components of Pay 3.**

D10 - Components of Pay	
Component of Pay	Description
B2	Hostile Fire Pay
CG	Incapacitation Pay, Hostile Fire

**Table 43.23. D12 – Components of Pay.**

D12 - Components of Pay	
Component of Pay	Description
H8	Family Separation Allowance, Type II (Permanent Change of Station Orders)
H9	Family Separation Allowance Type II (Temporary Duty Station)
HA	Family Separation Allowance, Type II (Temporary Duty Station-Sea Duty)

**Table 43.24. TIN D13 – Other Pay Adjustments Positive/Negative.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Adjusted Start date
Adjusted Stop date
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.25. D13 – Components of Pay – Output Transaction.**

D13 - Components of Pay - Output Transaction	
Component of Pay	Description
A7	Severance Pay
AA	Save Pay - Allowances
AD	Air Force Ready Reserve Scholarship Program (AFRRSP) Stipend (N/A Army JSS)
AG	Travel, Mileage
AH	Travel, Per Diem
AP	Reservists Special Separation Pay (DFAS-IN Only)
AQ	Reservists Involuntary Separation Pay (DFAS-IN Only)
BJ	Special Pay, Board Cert/Physician
BK	Special Pay, Board Cert/Dentist
BL	Special Pay, Save Pay/Physician Assistant
BM	Special Pay, Save Pay/Physician
BN	Special Pay, Save Pay/Dentist
BP	Special Pay, Save Pay/Former Warrant Officer
BQ	Special Pay, Save Pay/OTS Grad
BR	Special Pay, Save Pay/Direct Commission
BS	Special Pay, Medical/Dental
BT	Special Pay, VSP for Physicians
BU	Special Pay, Personal Expense
BV	Special Pay, Physician Retention Bonus
BW	Special Pay, Additional Dentist (\$6K)
BX	Special Pay, Additional Dentist (\$8K)
BY	Special Pay, Additional Dentist (\$10K)
BZ	Special Pay, Additional Physician Spec
C1	Special Pay, Physician's Incentive
C2	Special Pay, Dentist's Incentive
C9	Incapacitation Pay, Special Pay
CI	Incapacitation Pay, SDAP
CX	Special Pay, Cert Reg Nurse Anesth
CY	Board Certification Pay - Non-Physicians
CZ	Diplomat Pay for Psychologists
DI	Additional Special Pay - Less than three years - Dental Officers
DK	Variable Special Pay - Dental Officers
EA	Tuition (High Performance Incentive Program only)
EB	Books (High Performance Incentive Program only)
EC	Fees (High Performance Incentive Program only)

IS	Restricted for DFAS Central Site use only. <b>Note:</b> Use only when actual component pay code does not exist. Do not use in lieu of an existing code. If a new component of pay code is needed, contact DFAS-IN/FJR for assistance.
IT	Generic - Federal Income Tax Withheld/State Income Tax Withheld taxable. <b>Note:</b> Use only when actual component pay code does not exist. Do not use in lieu of an existing code. If a new component of pay code is needed, contact DFAS-IN/FJR for assistance.
R3	Clothing Maintenance Allowance, Officer (Between 9 July 1952 and 29 November 1990)
R4	CRA, Basic Male, Enlisted (Army only)
R5	CRA, Basic Female, Enlisted (Army only)
R6	CRA, Standard Male, Enlisted (Army only)
R7	CRA, Standard Female, Enlisted (Army only)
U1	Bonus, Prior Service - 3 years
U2	Bonus, Prior Service - 6 years
U3	Bonus, Non-Prior Service, Type 1
U4	Bonus, Non-Prior Service, Type 2
U5	Bonus, Non-Prior Service, Type 3
U6	Bonus, Education Assistance
U7	Bonus, Reenlistment, Type 4
U8	Bonus, Reenlistment, Type 5
U9	Bonus, Reenlistment, Type 6
UA	Bonus, Affiliation, Type 7
UB	Bonus, Affiliation, Type 8
UC	Bonus, Medical Officer (N/A Army JSS)
UF	Foreign Language Proficiency Pay, Level I
UG	Foreign Language Proficiency Pay, Level II
UH	Foreign Language Proficiency Pay, Level III
UI	Foreign Language Proficiency Pay, Level IV
UJ	Bonus, Individual Ready Reserve, 3 years
UK	Bonus, Individual Ready Reserve, 6 years
W7	Generic - Non-taxable Entitlement. <b>Note:</b> Use only when actual component pay code does not exist. Do not use in lieu of an existing code. If a new component of pay code is needed, contact DFAS-IN/FJR for assistance.
WW	\$6,000.00 Accession Test Bonus
WX	\$10,000.00 Accession Test Bonus
Y1	Disability Severance Pay - Taxable
Y3	Separation Pay, Lump-sum Reserve Bonus
YH	Special Pay, Personal Expense, General Officer
YS	Disability Severance Pay - Non Taxable



Z5	Servicemembers' Group Life Insurance - Servicemembers' Group Life Insurance
Z6	STATE SPONSORED GROUP LIFE INSURANCE - State Sponsored Life Insurance (ANG) NGLI - National Guard Life Insurance (ARMY ANG )
Z7	State Tax
ZZ	Other

**Table 43.26. TIN D02/TIN D15 – Processing for Incapacitation Payments.**

TIN D02/TIN D15 - Processing for Incapacitation Payments		
When TIN D02 Action Indicator is:	And the Component of Pay is:	The Processing Logic is:
1	C4	TIN D02 or TIN D15, depending on action indicator (see <b>Table 43.11.</b> for the TIN D02 or TIN D15 output format.)
1	CF	D04 (see <b>Table 43.14.</b> )
1	CA, CB, CC, CD, CE, CK, CI	D05 (see <b>Table 43.14.</b> )
1	C5	D06 (see <b>Table 43.14.</b> )
1	C5, CH, CJ	D08 (see <b>Table 43.18.</b> )
1	C7, C8	TIN D09 (see <b>Table 43.18.</b> )
1	CG	D10 (see <b>Table 43.21.</b> )
1	C9	D13 (see <b>Table 43.24.</b> )

**Table 43.27. Components of Pay – Incapacitation Pay.**

Components of Pay - Incapacitation Pay	
Component of Pay	Description
C4	Incapacitation Pay, Base Pay
C5	Incapacitation Pay, Incentive Pay
C6	Incapacitation Pay, Basic Allowance For Quarters
C7	Incapacitation Pay, Basic Allowance for Subsistence
C8	Incapacitation Pay, Cost of Living Allowance
C9	Incapacitation Pay, Special Pay
CA	Incapacitation Pay, Pro Pay
CB	Incapacitation Pay, Foreign Language Proficiency Pay I
CC	Incapacitation Pay, Foreign Language Proficiency Pay II
CD	Incapacitation Pay, Foreign Language Proficiency Pay III
CE	Incapacitation Pay, Foreign Language Proficiency Pay IV
CF	Incapacitation Pay, Medical, Dental, Veterinary and Optometry Special Pay
CG	Incapacitation Pay, Hostile Fire
CH	Incapacitation Pay, VHA
CI	Incapacitation Pay, SDAP
CJ	Incapacitation Pay, Overseas Housing Allowance
CK	Incapacitation Pay, Foreign Duty

**Table 43.28. D17 – Accrued Leave Adjustments.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Accounting Processing Code
Number of days being adjusted
Tour end date
Leave Accrued Current Fiscal Year
Leave taken CFY
Leave accrued 1st prior Fiscal Year
Leave taken 1st prior Fiscal Year
Leave accrued 2nd prior Fiscal Year
Leave taken 2nd prior Fiscal Year
Military Classification Code
Manual Adjustment
Grade
Must be 31-39 if MCC= E Must be 01-10 if MCC = O
Must be 21-24 if MCC = W
Desert Shield/Desert Storm Indicator
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.29. D18 – Comments.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Comments
Sequence number
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.30. A38 – Date of Gain Change.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Date of gain
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.31. E01 – DFAS Payment.**

Description
Common data (see <b>Table 43.11.</b> for common data fields and information)
Voucher number
Voucher date
YYMMDD if PAYMENT TYPE/INDICATOR equals F, R, or X. Leave blank if PAYMENT TYPE/INDICATOR equals N.
Filler
Payment Type/Indicator:  N - Not final payment at Basic Military Training X - Final payment at Basic Military Training R - Early release F - Fraudulent Enlistee
Filler/reserved
Common data (see <b>Table 43.11.</b> for common data fields and information)

**Table 43.32. 006 – Unit Change.**

Description
Common data (see <b>Table 43.3.</b> )
New program element code
New STATE/PAY GROUP/MOB AUG
New Personnel Accounting Symbol
Filler
Effective date (YYMMDD)
Common data (see <b>Table 43.3.</b> )

**Table 43.33. AA1 – Permanent Duty Station Gain.**

Description
Common data (see <b>Table 43.3.</b> )
Full Name
Pay date
Officer service date
Aviation service date
Non-prior service indicator (Y, 6, or space)
Current grade
Effective date
Common data (see <b>Table 43.3.</b> )

**Table 43.34. Permanent Duty Station Common Data Fields – 102, 104, 105, 106, 113, 114, 115, 900.**

Description
Must be space or bracket ({}). Space equals DFAS-IN input. Bracket ({} equals Permanent Duty Station input.
Enter the member's SSN. Do not use dashes or spaces.
Enter the first five letters of the member's last name. If the last name contains three letters or less continue with the name, leaving a space between the last and first name.
See <b>Table 43.35.</b> for applicable TIN and data requirements.
Common data (see <b>Table 43.3.</b> )

**Table 43.35. Permanent Duty Station Changes for Social Security Number, Name, Pay Date, Grade, Officer Service Date , Aviation Service Date , and Loss.**

Permanent Duty Station Changes for Social Security Number, Name, Pay Date, Grade, Officer Service Date , Aviation Service Date , and Loss			
See <b>Table 43.34.</b> for the common data requirements for the 102, 104, 105, 113, 114, 115, and 900.			
TIN	Transaction Title		Data Description
102	Social Security Number		New Social Security Number
102	Social Security Number		Filler
104	Name		New Name
104	Name		Filler
105	Disputed Data Indicator		Privacy Act Indicator. This indicates that the member does not want anyone looking at his/her MMPA.
106	Pay Date		New Pay Date.
106	Pay Date		Filler
113	Grade Change		Enter New Grade
113	Grade Change		Effective Date of Grade (Permanent Duty Station input only)
114	Officer Service Date		New Officer Service Date
114	Officer Service Date		Filler
115	Aviation Service Date		New Aviation Service Date.
115	Aviation Service Date		Filler
900	Loss/Separation	See <b>Table 43.36.</b> for complete 900 separation transaction.	

**Table 43.36. 900 – Separation Transaction.**

Data Element Name	Explanation
COMMON DATA	See common data <b>Table 43.34.</b>
DATE OF SEPARATION	Effective date of separation. Must be a valid date.
COMMON DATA: Personnel Accounting Symbol, State or Pay Group and Mobilization Augmentee, TIN, AND SUBMISSION DATE	See <b>Table 2.4.</b> or <b>Table 2.5.</b>

**Table 43.37. A80 – Direct Deposit Waiver Expiration Date.**

Data Element Name	Explanation
DIRECT DEPOSIT WAIVER DATE	Enter Waiver Expiration Date in YYMMDD.
PASCODE	Enter Personnel Accounting Symbol.
State or Pay Group and Mobilization Augmentee	Enter member's pay group and mobilization augmentee code. Enter state code for ANG.

**Table 43.38. A81 – Expiration Term of Service Date.**

Data Element Name	Explanation
EXPIRATION TERM OF SERVICE DATE	Enter Expiration Term of Service Date in YYMMDD.
PASCODE	Enter Personnel Accounting Symbol.
State or Pay Group and Mobilization Augmentee	Enter member's pay group and mobilization augmentee code. Enter state code for ANG.

## Chapter 44

### WAIVERS AND REMISSIONS

**44.1. Reserve Pay Office.** The Secretary of the Air Force may waive U.S. claims for erroneous payments of pay and allowances, including travel and transportation allowances, when it is the best interest of the United States. Determination on what is a waiver or remission is located in DOD 7000.14-R Volume 7A, Chapter 50.

44.1.1. **Erroneous Payment.** An erroneous payment is any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirement. Incorrect amounts are overpayments and under-payments (including inappropriate denials of payment or service). An erroneous payment includes any payment that was made to an ineligible recipient or for an ineligible service. Erroneous payments are also duplicate payments, payments for services not received, and payments that do not account for credit for applicable discounts.

44.1.2. **Waiver.** A waiver is an act of the government to intentionally relinquish its claim against an individual for a debt resulting from erroneous payments of pay or allowances. To be eligible for waiver, the debt has to be the result of an erroneous payment of pay or allowances. Public Law 92-453, 10 U.S.C. § 2774, 32 U.S.C. § 716, and Department of Defense Instruction (DoDI) 1340.23, *Waiver Procedures for Debts Resulting from Erroneous Pay and Allowances*, prescribe standards for the waiver of claims of the United States against a member arising out of an erroneous payment of pay and allowances including travel or transportation allowance made after 28 December 1985, if recovery is determined to be against equity and good conscience and not in the best interests of the United States. Generally, these criteria are met by a finding that the erroneous payment occurred through administrative error and that there is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the member or any other person having an interest in obtaining a waiver of the claim.

44.1.3. **Remission.** Remission/cancellation of indebtedness is not applicable for Reserve Component personnel performing inactive duty training or active duty for training unless member was serving on Title 10 at the time. A remission is the cancellation of a debt or portion of a debt by the Secretary of a Military Department. Remission is applicable for active duty military members or former military members who have incurred an active duty (Title 10) debt. The laws governing remissions may consider financial or personal hardship, a member's value to the service, compassion, justice and good faith. The Secretary of the Air Force may remit or cancel any part of a member's indebtedness to the United States Air Force or any instrumentality of the United States, incurred while the member was serving on active duty, if he/she considers it to be in the best interest of the United States. Generally, any indebtedness may be considered for remission including those listed in the DOD 7000.14-R, Volume 7A, Tables 50-1, 50-3, and 50-4.

#### **44.2. Substantiating Documents (see Figure 44.1.)**

44.2.1. If a member is disputing a debt, they should contact the Reserve Component Pay Office to request an audit before proceeding with the application of the waiver/remission process.

44.2.2. To apply for a waiver the member needs to:



44.2.2.1. Have a debt established on the MMPA.

44.2.2.2. Submit the application to their finance or disbursing office within five (5) years of the date the debt was discovered by a pay official.

44.2.2.3. Agree to the validity of the debt.

44.2.3. The member requests a waiver by completing the DD Form 2789, *Remission/Waiver of Indebtedness Application*. To be eligible for waiver they need to submit their waiver request within five (5) years of the date of discovery of the debt. The five (5) year statute of limitations period begins from this date of discovery. This means that once their debt is discovered and placed against their account, the time limit for waiver submission is established.

44.2.4. Member completes DD Form 2789, Section I, to include getting Commander to complete blocks 20-22. All information requested has to be furnished, including negative replies. Failure to furnish complete and accurate details may cause the return of the application to the member and delay waiver action.

44.2.5. When a member submits a Remission packet, they have to include the AF Form 2451 with the DD Form 2789. Member completes AF Form 2451, Section I, if hardship is a factor, and furnishes proof of minimum monthly installment payments. Do not list deductions for savings and TSP /IRA.

### **44.3. Reserve Component Pay Office Actions.**

44.3.1. Explain the debt recorded against the member's record, and ensure they understand the amount of the debt and why it was established against their pay account.

44.3.2. Remission Procedures. Ensure all required entries on DD Form 2789 are completed, to include the Commander's blocks on the second page of the form and requests clarification if necessary. Completes DD Form 2789, section II. These documents are essential to the processing of remission cases; therefore, it is imperative they be included.

44.3.2.1. The Reserve Component Pay Office ensures that blocks 25 and 27, section II of the DD Form 2789 have meaningful statements based on the merits of the case. A statement, such as: "The member should pay because he or she owes." is insufficient as it does not consider good faith, hardship, or other aspects of the case.

44.3.2.2. After review is complete, ensure that the DD 2789 is signed by either the comptroller or superintendent (block 30).

44.3.3. Waiver Procedures. Screen the entries in Section I of DD Form 2789, clarifies any discrepancies, ensures the Commander's blocks on page 2 (blocks 20-22) are completed, and completes Section II of DD Form 2789. Attach all supporting documents, including a detailed debt comp Unit Training Assembly. Provides Waiver Checklist (see Figures 73.3 and 73.4 in AFMAN 65-116, Volume 1) to member and completes Reserve Component Pay Office portion upon receipt of member-completed checklist.

44.3.3.1. Within 5 workdays of receipt from member, establish a remission CMS case, case type AFFSC Case, to the AFFSC Remissions Team. Ensure complete and legible documentation is attached to the case. For cases involving a financial hardship, ensure the documentation supporting the AF Form 2451 is dated within the last 60 days.

44.3.3.2. Keep a complete copy of remission package in the Reserve Pay Office management case file. MAJOR COMMAND/FMF functions are not required to routinely review waiver cases but they may choose to become involved. If group submission is needed, work through ANG/FM or AFRC/FM to AFAFO-F.

44.3.3.3. If notification has not been received on adjudication, and they have not stopped debt collection, follow up with DFAS-IN/JFEAB after 45 days from date of submission.

#### **44.4. Retired Military Members**

44.4.1. A waiver is an act of the government to intentionally relinquish its claim against an individual for a debt resulting from erroneous payments of wages or allowances. Financial hardship is not a consideration for waiver. Retired military claimants have to submit a waiver application to DFAS within 5 years of the date the debt was discovered by a pay official.

44.4.2. Retired member debts incurred after retirement are not eligible for remission.

44.4.3. Direct the member to <https://www.dfas.mil/waiversandremissions/activemilitarywaivers.html> for procedures on how to file their application.

**Figure 44.1. Supporting Documentation for Remission/Waiver Application.**

Documents:	Information Needed:
1. Proof of court decision and proof of payment for alimony and/or child support	If member claims alimony or child support on financial statement.
2. Debt rebuttal and appeal documents to include the final determination.	When rebuttal and/or appeal has been exercised.
3. Leave and Earnings Statement	Pay and allowances debts for the period of overpayment.
4. Debt source documents and a detailed debt comp Unit Training Assembly.	All cases. Ensure the debt comp UTA reflects what was paid versus what should have been paid.
5. AF Form 417, <i>Certification for Payment Under Do-It-Yourself Move Certification</i> , DD Form 2278, <i>Do-It-Yourself Move and Counseling Checklist</i> , DD Form 1155, <i>Order for Supplies or Services/Request for Quotations</i> , DD Form 1299, <i>Application for Shipment and/or Storage of Personal Property</i> .	Personally Procured Move debts (formerly referred to as Do-It-Yourself).
6. AF Form 594	Basic Allowance for Housing Debts
7. Aeronautical Orders.	Fly pay debts.
8. DD Form 200	Government Property Lost or Damaged debts.
9. Reenlistment Contracts.	Reenlistment bonus debts, including reason for recoupment.
10. DD Form 139	Household goods, debts.
11. DD Form 1351-2	Travel debts.
12. AF Form 1613, <i>Statement of Service</i> .	Pay date debts or other service date debts (i.e. EAD).
13. DD Form 139 and provide total amount of unauthorized accessorial charges.	Shipment of house trailer debts.
14. Proof of payment of alimony and/or child support for the complete period of the debt	If the debt resulted from erroneous payment of Basic Allowance for Housing.
15. HEALTH PROFESSIONAL SCHOLARSHIP PROGRAM contract	Pay date changes for doctors.

## Chapter 45

### SAVINGS DEPOSIT PROGRAM

**45.1. Introduction.** The Department of Defense Savings Deposit Program (SDP) was established to provide members of the uniformed services serving in designated combat zones the opportunity to build their financial savings. Once deployed for a minimum of 30 consecutive days or at least one day in each of three consecutive months, and receiving Hostile Fire pay, the member can contribute a total of \$10,000 to be deposited during each deployment and earns 10 percent interest annually. Entitlement information can be referenced in DOD 7000.14-R Volume 7A, Chapter 51.

**45.2. Unblotted Current Pay and Allowances.** The amount of money a member is entitled to receive on the payday immediately before the date of deposit, less authorized deductions and allotments (e.g., for dependents or insurance). Pay and allowances include special continuation pay, reenlistment bonus, travel allowance on discharge, and pay and allowances for unused accrued leave. Advance pay and travel allowance on Permanent Change of Station Orders and temporary duty cannot be deposited.

#### **45.3. Reserve Component Pay Office Actions.**

45.3.1. Ensure members deploying to authorized countries understand they are authorized to contribute to the program based on [paragraph 45.1](#)

45.3.2. Members contact the Financial Management Flight in country to pay by check or money order to the Savings Deposit Program.

45.3.2.1. A member's normal contribution cannot exceed 1 month's unblotted pay & allowances (Net Pay). Under extraordinary circumstances when a member has duties that make the disbursing office unavailable, they may exceed one month's unallotted pay. Commanders need to authorize.

45.3.2.2. A member cannot contribute advance pay or travel pay.

45.3.2.3. Deposits can only be in \$5.00 increments.

45.3.2.4. Deposits cannot be made by allotments.

#### **45.4. Withdrawal Procedures.**

45.4.1. Final settlement may be made upon a member request from the eligible area.

45.4.2. All deposits plus interest are paid.

45.4.3. Interest continues to accrue up to 90 days after departure from the Area of Responsibility. Unless the eligibility date falls on the last day of the month, funds stop accruing interest the last day of the preceding month.

45.4.4. Final settlement may be made any time after departure from the Area of Responsibility.

45.4.5. Withdrawal requests are sent to DFAS-CL via mail or fax.

45.4.6. The member can contact Area of Responsibility finance office prior to departure for SDP withdrawal form and DFAS-CL contact information.

## Chapter 46

### SEPARATION AND RETIREMENT PROCEDURES

**46.1. Introduction.** The DOD 7000.14-R, Volume 7A, defines separation as discharge, release from duty, retirement, death, or, in the case of enlisted members, the date when they begin to serve on a voluntary extension of enlistment for any period of time. A member may be entitled to miscellaneous payments resulting from separation (that is, travel allowance, accrued leave). DOD 7000.14-R, Volume 7A, Chapter 35. Members are eligible for transfer to the Retired Reserve if they meet the eligibility requirements outlined in Title 10 U.S.C., Section 12731.

#### **46.2. Substantiating Documentation.**

46.2.1. Member's initiate the application to separate or retire in myPers at least six (6) months from the date of retirement or separation date.

46.2.2. Reservist with full-time coverage, upon retirement, have the option of converting their SGLI coverage to Veterans Group Life Insurance (VGLI). Member is responsible for contacting the VGLI website and FSS is responsible for assisting with all questions regarding VGLI. Reference DOD 7000.14-R, Volume 7A, paragraph 580810.

46.2.3. FSS processes the retirement or separation date in MilPDS. This generates a 900 TIN to separate the member from DJMS-RC. The FSS forwards a copy of the retirement or separation orders to the Reserve Component Pay Office.

#### **46.3. Reserve Component Pay Office Actions.**

46.3.1. Upon notification of a service member separating from the organization, prepare a Management Case File. Generate a separation checklist when determining the type of separation. Schedule an appointment with the FSS Separations. Have the member come to the Reserve Component Pay Office for out-processing prior to departure.

46.3.2. A sample separation checklist is available, with the minimum items to review is in Figure 46.1. for Reserve Component Pay Office use.

46.3.2.1. Contact the FSS Relocations Office for a copy of the member's separation or retirement order.

46.3.2.2. Verify the date of separation/retirement against member's pay and entitlements. For Inactive Duty, verify member does not exceed the authorized periods they would be entitled to. **EXAMPLE:** Member's retirement date is 3 May \*\*. UTA weekend is 2-3 May \*\*. Member can perform duty for 2 May \*\*, while 3 May is their first day out of the service. They cannot perform more than 30 periods for that Fiscal Year because they were not an active member of the service from 3 May – 30 Sep \*\*. Process a TIN 020 to decrease the UTA periods authorized.

46.3.2.3. Contact the FSS Retention Office if member has a Bonus on record. Member may have an out of service debt if separation is prior to their contract.

46.3.2.4. Review member's Leave Management Case File and Leave Master Record.

46.3.2.5. Verify member's "Accounts Receivable" record for open debts. Increase the collection rate to 100 percent immediately to recover monies owed to the U.S. Government prior to member separating, this includes Travel Allowances, Leave, Pay and Allowances. Process a TIN DQ07 to increase the collection rate. Ensure member is advised that any debts that remain after separation/retirement go to Out-of-Service for collection and could be reported to a Collection Agency. The member can request to pay the balance in full at the time of out-processing. This includes the current month SGLI and Family SGLI payment.

46.3.2.6. Review CMS to verify if there are any open cases to reconcile prior to member separating.

46.3.2.7. Member is advised to retain access to myPay website and keep personal identification number active to be able to access myPay to obtain final leave and earning statement and W2 tax documents, etc.

46.3.2.8. Request member complete an AF Form 1745 for future correspondence. This ensures DJMS-RC is up to date if anything needs to be sent to the member after out-processing.

46.3.2.9. Verify member does not have any outstanding payments, orders not certified, Travel Vouchers not filed, IDT, etc.

46.3.2.10. Verify member does not have access to any systems that relate to the Finance Office (UTA PS web, AROWS/AROWS-R, LeaveLog/LeaveWeb, etc.).

**Chapter 47**

**RESERVED FOR FUTURE USE**

## Chapter 48

### TRICARE SELECT DENTAL

**48.1. Reserve Pay Office.** The TriCare Dental Plan is a voluntary dental plan available to eligible family members of all Active Duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve members and/or their eligible family members. The TriCare Dental Plan is offered by the Department of Defense through the TriCare Management Activity. To be eligible for the TriCare Dental Plan, the sponsor has to have at least 12 months remaining on his or her service commitment with the parent Service at the time of enrollment. Policy, eligibility, and premium rates for the TriCare Dental Program, can be found in DOD 7000.14-R, Volume 7A, Chapter 54. FSS is responsible for all questions regarding the Tricare Dental Program.

**48.2. TINs.** DV03- Collection of Advance Payments

**48.3. Substantiating Documentation.** Enrollment Forms are available at the local military dental treatment facility, Tricare Service Center, Health Benefits Advisor/installation point of contact, or accessing the Tricare Dental web site.

**48.4. Responsibilities and Procedures.** Reserve payroll offices have very minimal responsibilities in this program. Enrollments and dis-enrollments are the responsibility of the dental contractor. The program is handled systematically as follows: the dental contractor transmits a data file to the Defense Manpower Data Center of all eligible reservists who have enrolled and are anticipating a monthly deduction from their DJMS-RC pay. Defense Manpower Data Center performs a file comparison with Defense Enrollment Eligibility Reporting System and electronically sends the positive matches to DFAS-IN. DFAS-IN then compares the file to the DJMS-RC, a DJMS-RC TIN DV03 deduction is created for each member and placed on the member's debt master record. (Each month the DV03 deduction is created for one month's deduction amount only and is not to be cumulative). If the member is paid during the monthly pay cycle and there are funds available in the full amount of the DV03, the premium is withheld from the member's net pay and properly recorded on the member's Leave and Earning Statement. If the member is not paid during the monthly pay cycle or does not have sufficient funds available to cover the deduction, a notification is provided to the contractor and it is the contractor's responsibility to collect from the member directly. Units are not permitted to submit a DV07 or DV09 adjusting or canceling the Tricare premium deduction. The only method to stop the premium deduction is to have the member's name removed from the file being sent from the dental contractor to the Defense Manpower Data Center. This process is repeated monthly. The contractor is responsible for answering any questions the member may have regarding these deductions and any refunds from overpayment of premiums are made by the contractor.

**48.5. Reports.** Two (2) Sysout Archive and Retrieval System reports are being made available for Reserve pay offices to use if members ask the status of their deductions. The no match report (titled "TRICARE DENTAL NO MATCH FILE TO Defense Manpower Data Center" and numbered PCN: UH022-617) shows the records with no match in DJMS-RC from the Defense Manpower Data Center eligibility file. The deduction report (titled "DEDUCTION FILE TO Defense Manpower Data Center" and numbered PCN: UH022-618) contains the information in the deduction file.



## Chapter 49

### LONG TERM CARE INSURANCE PROGRAM

**49.1. Description.** Long term care insurance is a congressionally mandated program established to provide long term care insurance for military members and their families. This program becomes effective October 1, 2002 for military members. Long term care insurance is not a government insurance. It is a private long term care insurance offered to military members and their dependents by the long term care partners (which consists of John Hancock and Metropolitan Life).

**49.2. Source of Input.** Long Term Care partners is the contracted provider for long term care insurance. Long Term Care partners processes all collections using a DV debt to company code N904439. There is no Financial Management Flight input. Long Term Care partners handles all rejects or inquiries related to the program. Instruct military members to call Long Term Care partners at 1-800-582-3337 with any questions or for new enrollments. The web site for Long Term Care partners is: [HTTP://WWW.LTCFEDS.COM](http://www.ltcfeds.com).

**49.3. Other Information:** If for three months in a row, the Long Term Care premium cannot be collected because there is not enough pay, the debt is automatically cancelled on the pay record and the member is billed directly by Long Term Care partners.

**49.4. Leave Earning Statement remarks:** A Leave Earning Statement remark indicates when the premium is collected. The remark is “Long Term Care premium questions? Call Long Term Care partners at 1-800 Long Term Care FEDS. If the Long Term Care premium is not collected by Code 3, end-of-month update, the remark “non-collection of Long Term Care premium” appears in the remarks section of the Code 3, end-of-month update Leave Earning Statement.

## Chapter 50

### UNIFORMED SERVICES TSP

**50.1. Description.** The National Defense Authorization Act of Fiscal Year 2000 (Public Law 106–65), as amended by the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398), extended the opportunity to participate in the TSP to members of the uniformed services. Information on the program can be found at DOD 7000.14-R, Volume 7A, Chapter 51, “Savings Programs,” and forms are located at the TSP website at [www.TSP.gov](http://www.TSP.gov)., AF/A1, ANG/DPF, and AF/REP are the owners of this program. Please refer to USAF Uniformed Services TSP implementing policy message as referenced above. The member’s finance office is not to provide investment advice.

50.1.1. TSP Overview. The TSP is a retirement savings and investment plan established for federal employees as part of the Federal Employees Retirement System Act of 1986. Participation in the plan for uniformed service members is authorized by the National Defense Authorization Act Fiscal Year 2000 as amended by the National Defense Authorization Act Fiscal Year 2001.

50.1.2. The plan offers tax-deferred advantages similar to those in an Individual Retirement Account (IRA) or 401(k) plan. The Federal Retirement Thrift Investment Board administers the plan and publishes regulations and operating guidance. The National Finance Center (NFC) in New Orleans, Louisiana is the TSP record keeper.

### 50.2. TINs.

50.2.1. TIN T01-1, Start TSP

50.2.2. TIN T01-2, Base Pay Rate Change

50.2.3. TIN T01-3, Date of Birth Change

50.2.4. TIN T01-4, TSP Status Code Change

50.2.5. TIN T01-5, Employment State Code Change

50.2.6. TIN T01-6, Over Limit Flag

50.2.7. TIN T01-7, Personnel Office Indicator Change

50.2.8. TIN T02, TSP Additional Contributions

50.2.9. TIN T03, Address Change, First Line

50.2.10. TIN T04, Address Change, Second Line

50.2.11. TIN T05, Address Change, Third Line

50.2.12. TIN DQ03, ROTH/TSP Catch Up

### 50.3. Source and Method of Input.

50.3.1. There are two (2) ways for a member’s TSP contributions to be updated. Members can control their TSP themselves by taking action in myPay. In the case of a member who does not have access to myPay, finance can take action based on the documentation provided by the member.

50.3.2. Timing of myPay Updates. Members who make changes to TSP via myPay may not see the update immediately. While myPay sends transactions to DJMS daily, there are certain edit criteria for when the myPay TSP updates take effect in the pay system.

50.3.2.1. If the effective date is less than the current calendar month and the start date is equal to or less than the current calendar month the transactions should start in the current month. If this condition occurs and the transaction is received after mid-month the whole amount should be deducted out of end of month.

50.3.2.2. If the effective date is less than the current calendar month and the start date is greater than the current calendar month the transaction rejects. Reserve Component Pay Office contacts member to complete a TSP-U-1, *Election Form*, and they process the TIN or have the member resubmit with the correct date.

50.3.3. Reserve Component Pay Office inputs TSP-U-1 information for member's using TIN T01-1.

50.3.3.1. Review the document for:

50.3.3.1.1. A contribution election needs to be a whole percentage and cannot exceed Internal Revenue Service contribution limit. Ensure that the election was made properly.

50.3.3.1.2. The TSP-U-1 is the source document. Ensure the member fills out sections I-IV and signs the form. Notify the member if the election cannot be processed.

50.3.3.2. Finance completes section V of the TSP-U-1:

50.3.3.2.1. Block 25: This is an assigned Pay Office Number. It is the MPF code and two zeros. For AFR, use the PAS Code.

50.3.3.2.2. Block 26: Receipt date. This is the date the form was received in the Reserve Component Pay Office. Reference the date stamp.

50.3.3.2.3. Block 27: Effective Date of TSP. Establish the effective date of the election. If a member makes a contribution election during the initial (new accession) 60-day window, the agency makes it effective no later than the first full pay period after the election is received.

50.3.3.2.4. Block 28: Service Representative's signature accepting the TSP-U-1 form. The person processing the T01-1 TIN and the Customer Service person receiving the form can be two different people.

50.3.4. Ensure the member receives a copy of the Form TSP-U-1, after the agency completes section V, "for employing office use only". Maintain a legible copy with the DTL in the payroll file. Agencies need to have the capability to retrieve TSP information, as it may need to be provided to another service if a member transfers, or to an appropriate agency official if a member files a claim for error correction.

50.3.5. Input the D1 transaction and verify that the information, as input, is correct, using the TSP-U-1. Ensure DMO Input Clerk reviews and verifies that the input was done correctly, to prevent breakage fees, claims, etc. Any elections processed incorrectly are to be re-input as soon as possible to prevent erroneous deductions.

50.3.6. The member fills out a new TSP-U-1, sections I, III and IV, to terminate contributions; finance completes section V.

50.3.7. Forms that are used for TSP Elections and Changes.

50.3.7.1. TSP-U-1, Can be used to terminate a member's TSP election. Use TIN T01-4 for termination.

50.3.7.2. TSP-U-1-C, *Catch-Up Contribution Election*, for participants age 50 or older to start, stop, or change "catch-up" contributions to the TSP.

50.3.7.3. TSP-9, *Change in Address for Separated Participants*. Process TINs T03, T04, and T05 to change an address for current and separating members.

#### **50.4. Eligibility to Participate in the TSP.**

50.4.1. Any member of the uniformed services serving on active duty and any member of the ready reserve in any pay status may participate in the UNISERV TSP in accordance with 5 U.S.C. § 8440e.

50.4.2. A member of the reserve component who is also a federal civilian employee has two TSP accounts if participating in the TSP as a military member and a civilian.

50.4.3. For information on establishing effective dates, see [paragraph 50.3.3.2.3](#)

**50.5. Open Seasons.** Open Seasons were eliminated in July 2005. Historical information for the purpose of claims adjudication is provided here.

50.5.1. Any eligible member could elect to participate in the plan and did so by completing the TSP Form U-1 and taking it to the finance office, for processing, or enrolling via myPay.

50.5.2. Active members had two open seasons, per calendar year, to enroll in TSP. The dates were established by the FRTIB and were 15 April thru 30 June and 15 October thru 31 December. Contributions from these open seasons did not begin before the last full month of the open season, referred to as the election period. Example: Member enrolled in TSP on 15 October, contributions were not deducted until the first payday in December.

50.5.3. Members were able to stop any elective category contribution, i.e. bonus, special, or incentive pay at any time during a calendar year. When the member elected to stop the basic pay contribution, all other types stopped automatically. If the member stopped contributing from basic pay, incentive pay, or special pay during an open season, he/she was not eligible to start contributing again from that category of pay until the next open season.

50.5.4. If the member stopped contributing from basic pay, incentive pay, or special pay "outside" an open season, he/she was not be able to restart contributing from that category of pay until the second open season following the termination. The member could start, stop or restart bonus pay contributions at any time, provided the member had an election for basic pay contribution in effect.

## **50.6. Member Transfers.**

50.6.1. New members accessed on and after 9 Oct 01, including those with a break in service, may elect to enroll in the TSP within 60 days after joining. A member is deemed to have joined the uniformed service on the date the member becomes eligible to receive basic pay or compensation under 37 U.S.C. § 206. If a member decides to begin participation during this 60-day period, the first contribution needs to be taken the first full pay period after the election is received by the finance office. No contributions were taken prior to 1 Jan 2002. New members, who do not enroll during this 60-day window, can elect at a future time.

50.6.2. Active to reserve: the TSP election can be presented to the member's gaining servicing office or accomplished via myPay to continue TSP contribution/loan payments without interruption.

50.6.3. Reserve to Active: The TSP election can be presented to the member's gaining servicing organization or accomplished via myPay to continue TSP contributions/loan payments without interruption.

50.6.4. One Branch of Service to another Branch of Service: The TSP election can be presented to the member's gaining servicing organization or accomplished via myPay to continue TSP contributions/loan payments without interruption.

50.6.5. Contributions may be restarted by completion of a new TSP-U-1.

## **50.7. Contributions.**

50.7.1. No contributions were taken prior to 1 Jan 2002.

50.7.2. All contributions are made to the NFC via payroll deduction. The maximum contribution of basic pay could not exceed 7 percent for any pay period in calendar year (CY) 2002. This limit was increased to 8 percent in 2003, 9 percent in 2004, 10 percent in 2005 and an unlimited percent in 2006 and later. This unlimited amount may not exceed the Internal Revenue Service established cap. Members may also choose to contribute up to 100 percent of special and incentive pays and bonuses. Members have to be contributing from basic pay in order to contribute from any other pays/bonuses.

50.7.3. Service Matching Contributions. Matching is not currently funded for the Air Force. This subparagraph is to be expanded when matching is available.

**50.8. Investment Options.** TSP contributions deducted from the member's pay each pay period (i.e. monthly) are forwarded by DFAS, to the NFC in New Orleans, Louisiana. The NFC invests member contributions into the 'G' fund immediately upon receipt. It is the member's responsibility to indicate to the NFC the contribution allocation if the member desires contributions to funds other than the "G" fund. There are several funds available to members. Information on all five funds can be found at the TSP website mentioned in [paragraph 50.1](#) above.

**50.9. Interfund Transfers.** This option of the TSP is available through the NFC only. DFAS cannot move monies already contributed by the member from one investment fund to another. This is a member self-service option and is between the member and the NFC.

**50.10. Tax Information.**

50.10.1. The dollar amount of TSP member contributions (tax deferred) is limited by the Internal Revenue Code (IRC). The elective deferral limit (see IRC section 402(g)) was \$11,000 for 2002, and legislation already allows an incremental increase of \$1,000/yr to this limit, not to exceed \$15,000 in CY 2006. See [www.tsp.gov](http://www.tsp.gov) for current annual limits.

50.10.2. Contributions from combat zone tax exempt pay (IRC section 415(c)) do not count toward the tax deferred limit, but tax exempt contributions plus tax deferred contributions cannot exceed the IRC limit. See [www.tsp.gov](http://www.tsp.gov) for current limits.

**50.11. The TSP Loan Process is strictly between the Member and the NFC.** Direct members to the TSP website for questions and answers and to NFC for loan application and processing of a TSP loan. Members may have a total of two loans at any given time for the following purposes:

50.11.1. Residential (Limited to one),

50.11.2. General Purpose (may have up to two).

50.11.2.1. The minimum amount a member can borrow is \$1000 and the maximum is \$50,000. Loan repayments are accomplished by payroll deduction only and are initiated by NFC via data transmission to DJMS. DJMS-RC uses the allotment system to withhold the deduction amount for repayment after the data file is received from the NFC.

50.11.2.2. When the loan is disbursed, the TSP notifies DFAS immediately to begin deducting loan payments via allotment. Loan payments start within 60 days of disbursement. If, for some reason, the loan repayment allotment is stopped prematurely, the member needs to take action to get it restarted. Additional information on TSP loans can be found at [www.tsp.gov](http://www.tsp.gov)

50.11.2.3. The Reserve Component Pay Office cannot start, change, or stop this type of deduction. When the member's allotment needs to be changed, stopped, or restarted, the member may contact the Reserve Component Pay Office for assistance. Reserve Component Pay Office establishes a CMS case to request DFAS action.

**50.12. Breakage.** By law, members are entitled to "breakage" on certain contributions that, as a result of agency error, were not invested when they should have been (and which the member did not otherwise have use of). Currently, breakage does not apply until the contribution is more than 30 days late being sent to NFC. This process compensates members for agency error and needs to be requested via a claim process. However, members are not entitled to breakage on contributions that were not actually deducted from their pay, but they may be entitled to make-up contributions. Breakage is computed by NFC.

**50.13. Make-up Contributions.** Members are entitled to make-up contributions if the TSP form was not processed in a timely manner. However, because the member had use of the money, no breakage is paid. Example: member has elected to make contributions via the TSP-U-1, the form is not processed in a timely manner, and no contributions are withheld from the member's pay. The member had use of his money so no breakage is payable.

50.13.1. In the case of a member who is participating in TSP, is entitled to a bonus, and has elected a percentage to withhold from bonuses, but for some reason, the bonus payment is made later, the TSP attributable to the bonus should be applied to the month the bonus was earned, not the month paid. For member's who are entitled to CZTE, this is a recurring problem. Example: Member entitled to a bonus in October 2012, but payment is delayed (through no fault of the member) until December 2012. In October, the member was in a combat zone and, therefore, entitled to exempt contributions.

50.13.2. In order for a member to "make up contributions" in cases where the TSP form was not processed timely or correctly, the contributions not withheld have to be deducted from the member's pay. Makeup contributions can only be made by payroll deduction from basic pay, incentive pay, special pay, and bonuses. Contributions by check, money order, cash, or other form of payment directly from the participant are not permitted.

50.13.2.1. The member needs to submit a DD Form 2851, *Request to Correct TSP Agency Error*, to request makeup contributions. The link for the DD Form 2851: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2851.pdf> and pages 3 & 4 show an example of the form.

50.13.2.2. Attach the form to a CMS case and refer the case to the DFAS Reserve Component TSP box with a detailed description. There is no time limit on how long after the error the member can request a correction. After receiving the DD Form 2851, DFAS is responsible to correct any error for which the member files a claim within 6 months of the occurrence of the error. If the error occurred more than 6 months prior to the date the member files a claim, the Comptroller has discretion over whether the correction should be made.

50.13.2.3. If DFAS detects an error made within the past 6 months which caused a smaller amount of member's contribution to be made to the member's account than should have been made, notify the member upon receipt of the information from DFAS. The member needs to elect to establish a makeup schedule within 30 days of receiving acknowledgement from DFAS that the error has occurred. DFAS is responsible to implement the member's makeup schedule as soon as possible.

50.13.2.4. Makeup Schedule. The makeup schedule establishes the dollar amount of the contributions and the type of employee contributions (traditional or Roth) to be made each pay period over the duration of the schedule. The contribution amount per pay period may vary during the course of the schedule, but the total amount to be contributed has to be established when the schedule is created. After the schedule is created, a participant may, with the agreement of DFAS/AFAFO-F, elect to change the payment amount or elect to change the type of employee contributions (traditional or Roth). The length of the schedule may not exceed four times the number of pay periods over which the error occurred (bonuses and other one-time payments are an exception).

50.13.2.5. Termination of Makeup Schedule. A member may elect to terminate a schedule of makeup contributions at any time, but a termination is irrevocable. If the member separates, the member can accelerate the payment schedule by a lump sum contribution from their final pay.



50.13.2.6. Schedule for Makeup Contributions from Bonuses or Other One-Time Payments. The schedule of makeup contributions for bonuses or other one-time payments may not exceed four times the number of months it would take for the member to earn basic pay equal to the dollar amount of the missed contribution. For example, a member who earns \$29,000 yearly in basic pay and who missed a \$2,500 bonus contribution can establish a schedule of makeup contributions with a maximum duration of 8 months. This is because it takes the member 2 months to earn \$2,500 in basic pay (at \$2,416.67 per month). Calculation of basic pay should use gross pay, rather than net pay. The basic pay calculation is only for the purpose of determining the maximum number of months that can be used for makeup contributions. The basic pay calculation is not for the purpose of determining pay available for makeup contribution.

50.13.2.7. Separation/Retirement Procedures. DJMS-RC stops TSP/Roth contributions the month the 900 TIN processes for the date of separation/retirement.

#### **50.14. Catch Up Contributions for TSP Participants Age 50 and Older (DQ)**

50.14.1. Overview. Public Law 107-304, 27 November 2002, permits eligible TSP participants, who are age 50 or older, to make tax-deferred catch-up contributions from their taxable basic pay to their TSP accounts. For current annual limitations, go to [www.tsp.gov](http://www.tsp.gov). Because these contributions have to be made from pre-tax dollars, catch-up contributions cannot be made from basic pay that has been excluded from taxation due to service in a combat zone. These contributions have to be made through payroll deduction. Participants can make, change, or stop a catch-up election at any time, beginning in or after the year in which they turn age 50. Elections are made in whole dollar amounts, up to the yearly limit. Because the annual limits change each year, the member needs to make a new election each calendar year. Elections were first authorized effective 1 August 2003.

50.14.2. Eligibility. A member has to be in pay status and be contributing, either the maximum TSP contribution percentage of basic pay, or an amount which results in his or her reaching the Internal Revenue Service deferral limit by the end of the calendar year of election. The member has to be at least 50 years old in the year the catch-up contributions are made. The member cannot be in the 6-month non-contribution period following receipt of a financial hardship in-service withdrawal.

#### **50.14.3. Notes:**

50.14.3.1. A member who is currently contributing to both civilian and uniformed services TSP accounts can make separate catch-up contributions to each account, so long as the total for both accounts combined does not exceed the annual catch-up limit. NFC checks for excess contributions and contacts the member directly if excess contributions have been made.

50.14.3.2. A member, who makes catch-up contributions to the TSP and a private sector pension plan, needs to ensure that the contributions, made to both plans combined, do not exceed the annual catch-up limit. If a member does exceed the limit, he or she may request a refund of the excess contributions directly from NFC.

50.14.4. TSP Catch-up is posted to DJMS as a DQ03. Reserve Component Pay Office processes a DQ03 of the TSP U-1-C form the service member completes and turns in.



50.14.5. DJMS updates taxable wages each month, with the exception of December and the month the statutory limit is reached, to reflect the catch-up contributions. The wages for the month the member reaches the statutory limit are updated manually, posting after month-end restructure, and the taxes are refunded during that next month. DFAS also manually updates the taxable wages for the year-to-date to include December's contribution, but that isn't accomplished until after year-end, so no refunds are made. For those members who deposit all of their catch-up contributions in December, the taxes withheld on the amounts that should have been deferred are only available upon filing their tax returns.

#### **50.15. Address Changes (TINs T03, T04, T05).**

50.15.1. Reserve Component members complete a TSP-9 and turn into the Reserve Component Pay Office for processing.

50.15.1.1. Process a TIN T03, First Line of TSP Address, a TIN T04 for the Address Type, Second Line of Address, and the City. The last entry is a T05 for the Third Line of Address, State or Country Code and Zip Code.

50.15.2. If the individual has separated, the member can complete a change of address by going to [www.tsp.gov](http://www.tsp.gov) and selecting "Your TSP Address (for separated participants only)."

#### **50.16. Roth TSP.**

50.16.1. Effective in calendar year 2012, Uniformed Services members are authorized to contribute, via payroll deduction, to a Roth TSP account. Unlike traditional TSP contributions, Roth TSP contributions are AFTER TAX contributions – that is, they are deducted from the member's pay after taxes. When the funds are withdrawn from the Roth TSP balance, they are tax free since taxes have already been paid on the contributions. Additionally, members are not taxed on earnings, as long as they meet the Internal Revenue Service requirements (i.e., at least age 59½ or disabled) and withdrawal is made at least 5 years after the beginning of the year in which the first Roth contribution was made). Guidance in previous paragraphs, discussing tax-deferred contributions, apply to traditional TSP accounts, not to Roth TSP. Members may elect TSP Catch-up from Roth or Traditional TSP or both, as long as the total contributed under the Catch-up does not exceed the annual limit. Process a DQ03 for Roth TSP using TQ for Component of Pay.

50.16.2. Members can contribute to both tax-deferred TSP and Roth TSP.

50.16.3. Roth TSP is similar to a Roth 401(k), not a Roth IRA.

50.16.4. Money already in a traditional TSP account CANNOT be converted to Roth TSP because that money was tax-deferred.

50.16.5. Members wishing to begin participating in Roth TSP before implementation of payroll deduction capability can establish a separate Roth 401(k) and the money contributed to that account can be combined with the Roth TSP account when contribution, via payroll deduction, is available.

50.16.6. For additional information on Roth TSP, visit the TSP website at [www.tsp.gov/index.shtml](http://www.tsp.gov/index.shtml)

**Table 50.1. T01 TIN, Member Personnel Data TSP for DJMS Processed Transaction Line.**

TIN T01 MEMBER PERSONNEL DATA THRIFT SAVINGS PLAN	
DATA NAME	EXPLANATION
T01 Active Component-IND TSP	ENTER ACTION INDICATOR 1 = New  Election 2 = Base Pay amount change 3 = DOB change; 4 = TSP status code Change; 5 = Employment code change; 6 = Over limit flag; 7 = Accounting and Disbursing Symbol Number/Disbursing Station Symbol Number change
T01-DOB	ENTER MEMBER'S DOB ELSE ZERO FILL
T01-OPEN-SEASON-FLAG LEAVE	ENTER ONE OF THE FOLLOWING OR  BLANK I = Within 60 days of initial accession to DJMS-RC Y = Open season enrollment
T01-OVER-LIMIT-FLAG LEAVE	ENTER ONE OF THE FOLLOWING OR  BLANK. Y = Stops TSP until new calendar year N = Restart TSP Must be Y if the action indicator equals 6:
T01-STATUS-CODE	ENTER ONE OF THE FOLLOWING OR LEAVE BLANK. T = Terminated Y = Contributing I = Hardship.
T01-FORM-EFF-DATE IN	ENTER RECEIPT DATE ON TSP-U-1 FORM  CCYYMMDD FORMAT
T01-EMPLOY-CODE	ENTER ONE OF THE FOLLOWING OR LEAVE BLANK. D = Death; N = Not separated D, S or T submitted in error. S = Separated; T = Transferred to another service or government agency. Blank = Member is employed by the Reporting service
T01-BASE-PAY-IND	MUST EQUAL P ENTERED BY SYSTEM
T01-BASE-PAY-RATE FILL IF	ENTER PERCENTAGE. AS 050 OR ZERO  ACTION INDICATOR IS 3-7. EXAMPLE 50 percent IS ENTERED
T01-ELIGIBILITY-DATE MORE THAN	ENTER A VALID FUTURE DATE NOT  2 YEARS IN FUTURE IF THE ACTION INDICATOR IS 4 OTHERWISE ENRTER ZEROS

T01-VESTING-CODE	FUTURE USE
T01-PER-OFFICE-IND INDICATOR IS	ENTER SITE-identifier IF THE ACTION 1 Or 7
FILLER	BLANK
PAS	THE TWO POSITION SITE identifier AND THE SIX POSITION UNIT IDENTIFICATION CODE

**Table 50.2. T02 TIN, Additional Contribution Elections TSP.**

TIN T02 ADDITIONAL CONTRIBUTION ELECTIONS TSP	
DATA NAME	EXPLANATION
T02-SPECIAL-PAY-IND	MUST EQUAL P ENTERED BY SYSTEM
T02-SPECIAL-PAY-RATE percent IS	ENTER PERCENTAGE EXAMPLE 50 ENTERED AS 050 OR ZERO FILL
T02-INCENT-PAY IND	MUST EQUAL P ENTERED BY SYSTEM
T02-INCENT-PAY-RATE IS	ENTER PERCENTAGE EXAMPLE 50 percent ENTERED AS 050 OR ZERO FILL
T02-BONUS-PAY-IND	MUST EQUAL P ENTERED BY SYSTEM
T02-BONUS-PAY-RATE IS	ENTER PERCENTAGE EXAMPLE 50 percent ENTERED AS 050 OR ZERO FILL
T02-FORM EFF-DATE IN	ENTER RECEIPT DATE ON TSP-U-1 FORM CCYYMMDD FORMAT
T02-OPEN-SEASON-FLAG WITHIN  = NOT	ENTER ONE OF THE FOLLOWING: I =  30/60 DAYS OF INITIAL ACCESSION TODJMS- Reserve Component Y = OPEN SEASON ENROLLMENT N  WITHIN 60 DAYS OF INITIAL ACCESSION TO DJMS-RC AND NOT OPEN SEASON ENROLLMENT
PAS	THE TWO POSITION SITE identifier AND THE SIX POSITION UNIT IDENTIFICATION CODE

**Table 50.3. T03 TIN, First Line of Street TSP.**

TIN T03 FIRST LINE OF STREET TSP	
DATA NAME	EXPLANATION
T03-ADDRESS-1ST -LINE ADDRESS	ENTER STREET
FILLER	BLANK
PAS	THE TWO POSITION SITE identifier AND THE SIX POSITION UNIT IDENTIFICATION CODE
State or Pay Group and Mobilization Augmentee	

**Table 50.4. T04 TIN, Second Line of Street and City TSP**

TIN T03 FIRST LINE OF STREET TSP	
DATA NAME	EXPLANATION
T04-ADDRESS-2nd -LINE CONTINUATION OF STREET ADDRESS IF NEEDED	ENTER
T04-CITY	ENTER CITY
T04-ADDRESS-TYPE Address	ENTER ADDRESS TYPE. 1 = Domestic Address 2 = Foreign Address 3 = APO Address 4 = FPO Address
PAS	THE TWO POSITION SITE identifier AND THE SIX POSITION UNIT IDENTIFICATION CODE
State or Pay Group and Mobilization Augmentee	

**Table 50.5. T05 TIN, Third Line, Street and City and Zip TSP.**

TIN T05 THIRD LINE, STREET AND CITY AND ZIP TSP	
DATA NAME	EXPLANATION
T05-ADDRESS-3rd -LINE ADDRESS INFORMATION	OPTIONAL
T05-STATE-OR-COUNTRY-CODE POSTAL COUNTRY CODE	ENTER THE STATE CODE OR POSTAL COUNTRY
T05-DOM-OR-FOREIGN-ZIP-CODE FOR FOREIGN	ENTER DOMESTIC OR APO/FPO. ADDRESS THE FOREIGN ZIP CODE IS OPTIONAL
T05-ADDRESS-TYPE Address	ENTER ADDRESS TYPE. 1 = Domestic 2 = Foreign Address 3 = APO Address 4 = FPO Address
PAS	THE TWO POSITION SITE identifier AND THE SIX POSITION UNIT IDENTIFICATION CODE

## Chapter 51

### DTS MANAGEMENT INFORMATION SYSTEM REPORTS

**51.1. Introduction.** DTS Management Information System (MIS) reports extract the data based upon the date the voucher is stamped Approved and identifies those vouchers with potential military pay entitlements adjustments. For definition, purpose, and additional procedures not located in this Chapter, refer to the Air Force and/or ANG DTS Business Rules, if applicable.

**51.2. Obtaining Reports.** The DTS Administrator will generate the DTS MIS reports weekly for the Military Pay Technician for review and processing (**T-1**). When processing an entitlement adjustment, use the voucher as the source document to submit the transactions to start, stop, or change appropriate TDY entitlements, except those that require separate certifications (i.e. DD Form 1561).

51.2.1. Overlap the beginning date of a new report with the ending date of the last report. Run all reports in section 51.3 for the same specified date range.

51.2.2. Reports are maintained in accordance with AFRIMS, T65-03, R-06.00.

### **51.3. Military Pay Technician Actions.**

51.3.1. DTS Military Leave Report. Validate the days identified as leave in DTS against the member's Leave Master Record. Review supporting documents uploaded as substantiating records in DTS, or obtain an AF Form 988 to support leave taken during the TDY.

51.3.1.1. If the AF Form 988 supporting documentation is not available in the DTS substantiating records for the identified leave dates, generate an AF Form 985 to charge leave against the member's Leave Master Record.

51.3.1.2. Members on short tours do not accrue leave. Verify DJMS-RC MMPA Page 8 and 9 to ensure members were not overpaid for duty while in a non-duty status.

51.3.1.3. Annotate the report with the leave number and dates charged, whether the leave has already been charged or the Leave Management Record is being updated. If the dates of leave on the MMPA do not match what is on the report, validate that leave was taken and the correct period, with the member's supervisor, make all necessary corrections, and annotate the report accordingly.

51.3.2. DTS Special Duty Pay Report. Duty Condition listed on a DTS order/voucher that causes a member to show up on the report include: Adverse Effects/Commercial Quarters; Unconfirmed Field Conditions; Hospital Stay and Inactive Duty Training; Hardship Duty Pay/Imminent Danger Pay; HFP, BAS.

51.3.2.1. Review the report for possible entitlement due to a member. Validate that the data in the report is accurate by confirming with member, member's commander, member's Unit Deployment Manager, or MPF and process the entitlement in the applicable pay system.

51.3.2.2. If the report provides a possible entitlement that has either been paid or was identified in a travel voucher erroneously, annotate the applicable action on the form (**T-1**).

51.3.3. Family Separation Allowance Report. Review the pay record to determine if the member has dependents or is married to another member and MAY be eligible for Family Separation Allowance. Once that determination is made, check to see if a DD Form 1561 is already on file and, if not, contact the members advising them to come to finance and complete a DD Form 1561.

51.3.4. DTS OCONUS Report. Identifies members with OCONUS Temporary Duty Status locations possibly entitled to HFP, IDP, and/or HDP-L, as well as possibly being eligible for CZTE. Reference Chapter 21 for entitlements listed above.

51.3.5. Enlisted BAS Report. Identifies enlisted personnel who may be authorized meal charge adjustments. While this report is actually used for determining when to stop and restart meal collections, not BAS, it does not provide the date departed Permanent Duty Station. Reference Chapter 12 for processes for meal collections.

**51.4. MIS Report Annotation.** Annotate within each MIS report the course of action taken, even if no action is taken, the date the action was taken, and initials of individual who performed the action (T-1). On the last page of each report below the last line, the technician will add the certification statement, “I have reviewed all the transactions required on DDDMMYY and have processed the required adjustments” and then the technician will digitally sign the report below the certification statement (T-1).

**51.5. Required technician certification.** Below or beside the technician’s certification statement in each MIS report, the Military Pay Supervisor will add the certification statement, “I reviewed the actions identified within the report and verify the annotations are correct.”, and will digitally sign below the certification statement (T-1).

STEPHEN R. HERRERA  
Assistant Secretary of the Air Force  
(Financial Management and Comptroller)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- DoD FMR 7000.14-R, Volume 5, *Disbursing Policy*, November 2017
- DoD FMR 7000.14-R, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, April 2017
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 36-2011, *Air Force Reserve Officers Training Corps*, 14 March 2017
- AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010
- AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 18 September 2017
- AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, 18 July 2014
- AFI 36-2638, *Air Force Reserve Enlisted Incentives*, 26 January 2005
- AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 Oct 2015
- AFI 36-3002, *Casualty Services*, 20 June 2017
- AFI 36-3003, *Military Leave Program*, 11 May 20016
- AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2015
- AFI 36-3017, *Special Duty Assignment Pay Program*, 20 September 2017
- AFI 36-303, *Family Member Travel*, 20 June 2018
- AFI 36-3203, *Service Retirements*, 18 September 2015
- AFI 41-109, *Special and Incentive Pay for Health Professions Officers*, 14 January 2015
- AFI 65-103, *Temporary Duty Orders*, 5 August 2005
- AFI 65-109, *Preparation of the Air Force Form 938*, 1 September 1996
- AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 August 2005
- AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*, 25 January 2016
- AFMAN 33-363, *Management of Records*, 9 April 2015
- AFMAN 36-2664, *Personnel Assessment Program*, 16 May 2019
- AFMAN 65-116 Volume 1, *Defense Joint Military Pay System - Active Component (DJMS-AC) Procedures*, 1 April 2007
- AFMAN 65-116 Volume 2, *Defense Joint Military Pay System Unit Procedures Excluding FMF*, 18 July 2017
- AFMAN 65-604, *Appropriation Symbols and Budget Codes*, Current Fiscal Year



Title 5 United States Code § 552a, Privacy Act of 1974  
Title 10 United States Code §701, Entitlement and accumulation  
Title 10 United States Code § 854, Record of Trial  
Title 10 United States Code § 865, Transmittal and Review of Records  
Title 10 United States Code § 1552, Correction of military record claims  
Title 10 United States Code, § 2773a(c) Departmental Accountable Officials  
Title 10 United States Code § 8013, Secretary of the Air Force  
Title 10 United States Code § 8037, Judge Advocate General  
Title 10 United States Code § 12301, Reserve components generally  
Title 10 United States Code § 12302, Ready Reserve  
Title 10 United States Code, § 12304. Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency  
Title 10 United States Code § 12731, Age and service requirements  
Title 37 United States Code §§551-559, continued payment of pay and allowances for military members in a missing status

### ***Adopted Forms***

DD Form 4, *Copy of Enlistment Order*  
DD Form 93, *Record of Emergency Data*  
DD Form 114, *Military Pay Order*  
DD Form 117, *Military Pay Voucher*  
DD Form 137-3, *Dependency Statement-Parent*  
DD Form 137-4, *Dependency Statement-Child Born Out of Wedlock under Age 21*  
DD Form 137-5, *Dependency Statement-Incapacitated Child over Age 21*  
DD Form 137-6, *Dependency Statement-Full Time Student 21-22 Years of Age*  
DD Form 137-7, *Dependency Statement - Ward of a Court*  
DD Form 139, *Pay Adjustment Authorization*  
DD Form 149, *Application for Correction of Military Record*  
DD Form 173/2, *Joint Message Form*  
DD Form 200, *Financial Liability Investigation of Property Loss*  
DD Form 214, *Discharge Papers and Separation Documents*  
DD Form 261, *Report of Investigation – Line of Duty and Misconduct Status*  
DD Form 362, *Statement of Charges/Cash Collection Voucher*  
DD Form 397, *Claim Certification and Voucher for Death Gratuity Payment*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

DD Form 1155, *Order for Supplies or Services/Request for Quotations*

DD Form 1299, *Application for Shipment and/or Storage of Personal Property.*

DD Form 1300, *Report of Casualty*

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 1351-5, *Government Quarters and/or Mess*

DD Form 1475, *Basic Allowance for Subsistence (BAS) Certification*

DD Form 1561, *Statement to Substantiate Payment of Family Separation Allowance (FSA)*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2058, *State of Legal Residence Certificate*

DD Form 2058-2, *Native American State Income Tax Withholding Exemption Certificate*

DD Form 2278, *Do-It-Yourself Move and Counseling Checklist,*

DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report*

DD Form 2558, *Authorization to Start, Stop, or Change an Allotment for State Sponsored Group Life Insurance*

DD Form 2560, *Advance Pay Certification/Authorization*

DD Form 2660, *Statement of Claimant Requesting Re-certified Check*

DD Form 2789, *Remission/Waiver of Indebtedness Application*

DD Form 2851, *Request to Correct TSP Agency Error*

DD Form 2919, *Reserve Income Replacement Program Eligibility Verification*

AF Form 40, *Authorization for Individual Inactive Duty Training*

AF Form 40a, *Record of Individual Inactive Duty Training*

AF Form 220, *Request, Authorization, and Pay Order Basic Allowance of Subsistence (BAS)*

AF Form 265, *AFO Payment Authorization (JUMPS)*

AF Form 348, *Line of Determination*

AF Form 348R, *Line of Duty Determination for Restricted Report of Sexual Assault*

AF Form 417, *Certification for Payment Under Do-It-Yourself Move Certification*

AF Form 469, *Duty Limiting Condition Report*

AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters or Dependency Redetermination*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

AF Form 985, *Report of Travel Time/Leave (JUMPS)*

AF Form 988, *Leave Request/Authorization*

AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance*

AF Form 1089, *Leave Settlement Option*

AF Form 1288, *Application for Ready Reserve Assignment*

AF Form 1373, *MPO Document Control Log - Transmittal*

AF Form 1411, *Extension or Cancellation of Extension*

AF Form 1486, *Unit Leave Control Log*

AF Form 1613, *Statement of Service*

AF Form 1745, *Address Change Form*

AF Form 1881, *Hostile Fire Pay Certification and MPO*

AF Form 1887, *Aeronautical Orders Aviation Service*

AF Form 1934, *Leave Record – Air Reserve Forces*

AF Form 1962, *Election of Reserve Pay and Allowance or Benefits from Prior Military Service*

AF Form 1969, *Officer Uniform Allowance Certification*

AF Form 1971, *Certification for Incapacitation Pay*

AF Form 2070, *Joint Uniform Military Pay System Pay Accessibility Roster*

AF Form 2096, *Classification/On-the-Job Training Action.*

AF Form 2098, *Duty Status Change*

AF Form 2451, *Financial Statement – Remission of Indebtedness*

AF Form 3132, *Authorization Control Log*

NGB Form 38-4, *Incentive Payment Authorization (ANG),*

ANG Form 105S, *Individual Inactive Duty Authorization/Certification*

ANG Form 633, *Regularly Scheduled Drill Roster*

DFAS Form 702, *Defense Finance and Accounting Services Leave and Earnings Statement*

FMS Form 2231, *Fast Start Direct Deposit*

SF 135, *Records Transmittal and Receipt*

SF 1081, *Voucher and Schedule of Withdrawals and Credits*

SF 1174, *Claim for Unpaid Compensation of Deceased Member of the Uniformed Service*

SF 1199A, *Direct Deposit Sign up Form*

TD Form 668-P, *Statement of Personal Exemptions*

TD Form 668-W, *Notice of Levy on Wages, Salary and Other Income*

TD Form 941, *Employer's Quarterly Federal Tax Return*

TD Form 1040, *U.S. Individual Tax Return*

TD Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*

TD Form 1099-MISC, *Miscellaneous Income*

TD Form W-2, *Wage and Tax Statement*

TD Form W-4, *Current Year Employees Withholding Allowance Certificate*

VA Form 21-8951-2, *Notice of Waiver of Veterans Affairs Compensation or Pension to Receive Military Pay and Allowances*

WH-4, *Unique State Withholdings* (dependent on the tax)

SGLV Form 8286, *Servicemembers' Group Life Insurance (SGLI) Election and Certificate*

### ***Abbreviations and Acronyms***

**AC**—Active Component

**ACIP**—Air Crew Incentive Pay

**ADSN**—Accounting and Disbursing Station Number

**ADT**—Active Duty Training

**AFAFO-F**—Air Force Accounting and Finance Office-Finance

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**AFTP**—Additional Flying Training Period

**AGR**—Active, Guard, and Reserve

**ANG**—Air National Guard

**APC**—Accounting Processing Code

**AROWS**—Air Reserve Orders Writing System

**AROWS-R**—Air Reserve Orders Writing System - Reserve

**AVIP**—Aviation Incentive Pay

**BAH**—Basic Allowance for Housing

**BAS**—Basic Allowance for Subsistence

**BMT**—Basic Military Training

**CEFIP**—Career Enlisted Flyer Incentive Pay

**CFR**—Code of Financial Regulations

**CMS**—Case Management System

**CZ**—Combat Zone

**CZTE**—Combat Zone Tax Exclusion

**DFAS-IN**—Defense Finance and Accounting Service-Indianapolis

**DJMS**—Defense Joint Military Pay System

**DJMS**—AC - DJMS Active Component

**DJMS**—RC - DJMS Reserve Component

**DOD 7000.14-R**—Department of Defense Financial Management Regulation

**DTS**—Defense Travel System

**EIC**—Earned Income Credit

**EST**—Eastern Standard Time

**FI**—Financial Institution

**FICA**—Federal Insurance Contributions Act

**FITW**—Federal Income Tax Withheld

**FLPB**—Foreign Language Proficiency Bonus

**FMF**—Financial Management Flight

**FSA**—Family Separation Allowance

**FSS**—Force Support Squadron

**GSA**—General Service Administration

**HARM**—Host Aviation

**HDP**—Hardship Duty Pay

**HDIP**—Hazardous Duty Incentive Pay

**HFP**—Hostile Fire Pay

**IADT**—Initial Active Duty Training

**IDP**—Imminent Danger Pay

**IDT**—Inactive Duty Training

**JTR**—Joint Travel Regulation

**LES**—Leave and Earnings Statement

**LOA**—Line of Accounting

**LOD**—Line of Duty

**MilPDS**—Military Personnel Data System

**MMPA**—Master Military Personnel Account

**MPF**—Military Personnel Flight  
**MTF**—Medical Treatment Facility  
**NFC**—National Finance Center  
**NPS**—Non Prior Service  
**OCONUS**—Outside Continental United States  
**PCARS**—Point Credit and Retirement System  
**PRA**—Personnel Record Accountability  
**QHDA**—Qualified Hazardous Duty Area  
**RC**—Reserve Component  
**ROTC**—Reserve Officers Training Corp  
**RPA**—Remotely Piloted Aircraft  
**SAF/FM**—Assistant Secretary of the Air Force, Financial Management and Comptroller  
**SDAP**—Special Duty Assignment Pay  
**SGLI**—Servicemembers' Group Life Insurance  
**SITW**—State Income Tax Withheld  
**SSLI**—State Sponsored Life Insurance  
**ST-PGMA**—State or Pay Group Mobilization Augmentee  
**SURF**—Single Unit Retrieval Format  
**TSP**—Thrift Savings Plan  
**UTAPS Web**—Unit Training Assembly Processing System Web  
**VGLI**—Veterans Group Life Insurance  
**WebDMO**—Web Defense Military Pay Office

### *Terms*

**Accessions**—Members who enter on duty in a Reserve Component troop program unit and take part in inactive duty training assemblies for which they are due pay.

**Accounting Classification**—A series of alpha and numeric characters appearing on all obligating and disbursing documents to classify transactions as to funds used, agencies and institutions involved, project accounts, elements of expense and geographical areas.

**Accrual Payment**—Payment made of all or a part of the previously unpaid pay and allowances accumulated in the pay account of the soldier by the soldier's pay option (an Army feature under Joint Uniform Military Pay System-Army).

**Active Duty Training**—Reserve component tours of active duty for performance of annual training or any tour of duty which is not a unit training assembly. The term is used in reference to any type of military duty which is paid in the same manner and intent as members assigned to an active military status (active Air Force or active Army). The active duty entitlement includes base pay and any allowances that the member would normally receive if serving in an active military position.

**Active Duty Special Work**—Reserve component short tours of active duty for performance of special tasks not related to training the individual soldier in any specialty or skill. (Army)

**Advance Pay**—An advance in pay providing a soldier/member with funds for expenses such as transportation, temporary storage of household goods, packing and shipping costs, and the expenses incurred in securing new living quarters.

**Audit Trail**—The manner in which an element of data can be traced backward to the source of the transaction that created it and forward to its current position.

**AUTODIN Messages**—Messages from the field, transmitted by AUTODIN to provide data for the MMPA.

**Automated Items**—Items of pay for which the amount due is established automatically or adjusted, when appropriate.

**Automatic Data Processing System**—All the hardware and software used together to perform data processing with Automatic Data Processing System equipment.

**Automatic Voice Network**—A Department of Defense telephone communications system.

**Bond Allotment**—A voluntary allotment used to purchase U.S. Government savings bonds. The full cost of the bond is deducted each month.

**Card Image Format**—A data record arranged to fit on or represent a punched card.

**Certifying Officer**—A person authorized to attest to the accuracy or authenticity of written statements or documents, including those that support a demand for payment.

**Combined Federal Campaign Allotment**—A voluntary allotment used to make charitable definite term contributions to authorized agencies (Combined Federal Campaign). This allotment is a definite term allotment for the period January-December.

**Class A Agent Officer**—A commissioned or warrant officer entrusted with public funds for making payments as are specified in the appointments order, e.g., military pay.

**Code 1**—A term used to describe when transactions post in the DJMS-RC payroll system. These transactions can post daily.

**Code 2**—A term used to describe when transactions post in the DJMS-RC payroll system. These transactions can post daily, but create a posting on a Mid-month update.

**Code 3**—A term used to describe when transactions post in the DJMS-RC payroll system. These transactions can post daily, but create a posting on an End-of-month update.

**Company Code**—A seven or eight digit alpha/numeric code that identifies a specific financial institution or an address for an allotment or debt payment.

**Computation of Pay**—The computations of all actions submitted to and accepted by the system. A Leave and Earning Statement is produced showing all current activity in the pay account.

**Computer Output Microfilming**—The process of translating computer-generated information into readable language. The information is recorded directly onto microfilm or microfiche. Primary usage is microfilming for historical purposes.

**Computer Run**—A series of interrelated programs that are run in a predetermined sequence to process data in a desired manner. Examples are weekly processing, month-end processing, and accounting.

**Continuity of Operations Plan**—A COOP plan is to allow at least a minimum of emergency Automatic Data Processing System support to be accomplished at another site.

**Cross—Disbursing** - Payment by one of the armed services to a member of another armed service and sub-sequent reimbursement of the paying activity.

**Customer Information Control System**—On-line software system used to access various applications within Defense Joint Military Pay System Reserve Component.

**Cutoff**—The time immediately preceding computation of pay by which DFAS-IN center has to receive all transactions for the final update for a code 2 or code 3 pay run. Changes to the normal cutoff time are announced in advance by message to all stations.

**Data Processing**—The recording, classifying, summarizing, computing, transmitting, and storage of information. The term applies whether the work is done by hand or computer.

**Defense Joint Uniform Military Pay System—Reserve Component** - The pay system which supports payment of the Army and Air Force National Guard and Reserve Forces. Formerly known as the Joint Uniform Military Pay System - Reserve Forces/Joint Service Software - Reserve Component (Defense Joint Uniform Military Pay System-/Joint Service System Reserve Component) and Air Reserve Pay and Allowance System.

**Direct Deposit**—A pay option by which mid-month and end-of-month payments are automatically sent directly to a financial organization for credit to a checking or savings account. A financial organization is any bank, saving bank, savings and loan association, or Federal or State chartered credit union. Once also referred to as SURE-PAY.

**Disbursing Officer**—An officer accountable for the disbursement and collection of public funds.

**Disbursing Station Symbol Number**—A unique set of four digits assigned to an Army station with authority to disburse funds of the Treasury of the United States.

**Edit**—The examination of data by comparing it against prescribed rules to determine the validity or acceptability. The data not accepted is either modified or rejected.

**Emergency Payments to Dependents**—An allotment which is locally paid and authorized in emergency circumstances that prevents the member from providing for the support of his/her dependents by the usual means, e.g., evacuation of dependents.

**Employer Identification Number (EIN)**—A number of consisting of nine numeric characters assigned by the Treasury Department to each financial institution.

**Entitlement**—The legal right to receive items of pay. The term normally applies to the items of pay earned within a specified period. Included are base pays and incentive pays.



**Entitlement Month**—The calendar month for which pay entitlements are to be computed. An example of an entitlement month is 1-30 September.

**Expiration Term of Service**—Enlisted members date enlistment contract expires. This date does not cause a separation of the MMPA and has no effect on pay. This date is used on the Commander Pay Management Report only.

**Federal Insurance Contributions Act**—The Federal Statute that requires the withholding of tax from salaries of employees covered by the Social Security Act and the payment of employer's tax by Federal agencies.

**Federal Insurance Contributions Act Tables**—Reference tables indicating the extent of Federal Insurance Contributions Act deduction to be made for income.

**Federal Insurance Contributions Act Tax**—The percentage of an employee's Federal Insurance Contributions Act wages that he or she contributes, along with a matching contribution made by the employer, in support of the Social Security Program. The percentage is established by law and is changed periodically.

**Federal Insurance Contributions Act Wages**—The amount of earned wages that are taxable under the Social Security Act. In the case of military, only base pay is considered as Federal Insurance Contributions Act wages.

**Field**—In automatic data processing, a character or group of characters making up one descriptive unit (e.g., the letters used to code a person's name).

**File**—A complete, uniform group of records regardless of the storage medium (such as cards, tape, and paper). Storage medium may exceed one basic unit (such as file cabinet and reel of tape).

**Financial Organization**—A financial organization is any bank, saving bank, savings and loan association, or Federal or State chartered credit union.

**Financial History File**—A collection of documents maintained by DFAS-IN, Directorate of Military Pay, Examination and Distribution Division, Historical Data Branch, for all out-of-service Army personnel. Items are received from field finance and accounting officers and DFAS-IN components. They consist of original pay and allotment documents, basic record of claims, inquiries and financial transactions related thereto.

**Fiscal Year**—The accounting year for the Federal Government (1 October through 30 September). The fiscal year is designated by the calendar year in which it ends.

**Flow Chart**—A graphic presentation of detailed steps of work in process. The illustrative symbols may represent documents, machines, or actions taken during the process.

**Format**—The general make-up of a document or record.

**Format identifier**—The data item used to identify the type of transaction in the Defense Joint Military Pay System Reserve Component system.

**Hardware**—The mechanical or electronic equipment used in AUTOMATIC DATA PROCESSING SYSTEM.

**Individual Standby Reserve**—A soldier in the ARPERCEN standby control group who is being ordered to active duty as an individual.

**Input**—Data transmitted to add, change, query, or delete all or part of a pay account.

**Internal Review**—Assures the effectiveness of internal control. The words associated with the procedural aspects of financial administration.

**Joint Uniform Military Pay System Automated Coding System**—An acronym for-Army Automated Coding System. This was the input system used by Army for their payroll system before they converted to Active Component/Joint Service Software.

**Joint Uniform Military Pay System—Army** - An acronym for Joint Uniform Military Pay System - Army. The centralized, computerized pay and allotment system used by Army prior to their conversion to Joint Uniform Military Pay System Active Component/JSS.

**Joint Service Software**—The combined Army and Air Force active component military pay system.

**Leave and Earnings Statement**—A computer-produced statement of account for each member paid under the Defense Joint Military Pay System Reserve Component.

**Left Justified**—The placement of data in a prescribed field so that the left-most position is filled first and the unused spaces to the right-most position are blank or zero-filled.

**Local Payment**—A payment made by an Army or Air Force disbursing officer for money due the soldier/ member for which no previous receipt of payment exists. A payment made to a soldier/member while in an in-transit status (including final transition payments, enlistment and reenlistment bonus payments, initial local payments to enlistees and inductees, and any other interim type payments). Also known as advance payments.

**Machine Language**—The set of characters, signs, or symbols, and the rules for combining these, used to stand for instructions and information within the computer. The language is generally unique to each computer and varies between manufactures.

**Magnetic Tape**—A storage device in which data are stored in the form of magnetic spots on metal or coated plastic tape.

**Major U.S. Army Reserve Command (Major United States Army Reserve Command)**—A general officer commander of the United States Air Reserve reporting directly to the Commanding General of a continental U.S. Army or active component Major Command (e.g., First Army, Sixth Army). United States Army Reserve Commands include United States Air Reserve divisions, Combat Support Command, and civil affairs commands.

**Master Military Pay Account**—A data base type file that contains current and historical data pertaining to a member's pay.

**Maximum Annual Wage Credit**—The maximum amount of wages earned during a calendar year that may be credited to an individual's Social Security account and against which Federal Insurance Contributions Act taxes may be levied.

**Member's Identification**—The member's last name, first name, middle initial, and SSN. (Also referred to as service member's identification.)

**Mentally Incompetent Account**—The account of every member officially declared to be mentally incompetent. Each account is maintained on Joint Uniform Military Pay System by the respective servicing Defense Finance and Accounting Services Center until the soldier/ member is officially declared to be mentally competent and returns to duty or is separated.

**Microfiche**—A sheet-type of microfilm used to record photographed data in a reduced size for storage.

**Military Pay Voucher**—A voucher used to make manual payments to members.

**Missing In Action Account**—The account of every soldier/member officially declared to be missing in action or missing. Each account is maintained on Joint Uniform Military Pay System by the respective servicing Defense Finance and Accounting Services center until the soldier/member is returned to military control or is officially declared to be dead.

**Modem**—An electronic device that enables computer hardware to communicate with other computer hardware over telephone lines.

**Multiple Unit Training Assembly**—A grouping of two (2) consecutive four-hour periods of time for which an Air Force or Army Guard or Reservist performs duty and receives pay equivalent to one day's pay of active duty for every four (4) hours worked. No more than two (2) UTAs may be paid in any one day.

**National Guard State Adjutant General**—The designated commanding National Guard officer in each State regardless of title such as Commanding General or Chief of Staff.

**National Service Life Insurance**—Government life insurance available upon application to all persons in active military service between 8 October 1940 and 25 April 1951. Also available at later dates under specific conditions.

**Non-Automated Items**—Items for which amounts are not automatically established and adjusted by the computer system.

**Non—Pay Status** - Status of an officer or enlisted member who is not entitled to receive pay during the time servicing in a non-duty status. (For example, the member is not available for duty because of the member's own fault or negligence.)

**Notice of Levy (TD Form Internal Revenue Service 668A)**—Forms issued by district directors of the Internal Revenue Service on members of the Armed Forces, civilian employees, and carriers receiving remuneration from the U.S. Government. They are issued on those persons who have not paid their income tax, or neglect or refuse to pay after notice of demand. District directors are authorized to collect such taxes by levy upon accrued salary, wages, or other payments. District directors serve the Notice of Levy to finance offices or directly to the Defense Finance and Accounting Services -Cleveland or DFAS-IN centers.

**National Service Life Insurance Allotment**—An allotment used to pay premiums on the National Service Life Insurance that was in effect after 1940.

**Other Pay Entry Date**—For Army officers, this is the date used to compute the rate of medical and dental pay and is set by the example shown in the DOD 7000.14-R, Volume 7A, paragraph 10109, using only "Creditable Active Medical Service" as defined in the DOD 7000.14-R, Volume 7A, paragraph 10504. For Army soldiers, this date is used to compute the rate of CRA based on the soldier's last entitlement to an initial or partial initial clothing allowances as defined in DOD 7000.14-R, Volume 7A, DLT 3-5-5, and AR 700-84.

**Output**—Information produced by the DJMS-RC computer (such as listings and magnetic tapes).

**Pay Entry Basic Date**—The date from which a member's creditable service is computed for basic pay purposes. It is the initial date of continuous service or the date adjusted to exclude lost time or breaks in service.

**Pay Tables**—Reference tables containing pay and allowances data for military personnel. Data is arranged by grade and years of service.

**Payroll Number**—A three-character code assigned by the input station to identify each unit payroll.

**Pecuniary Liability**—A personal, joint or corporate monetary obligation to make good on lost, damaged or destroyed property resulting from fault or neglect.

**Printout**—The computer output in printed form.

**Processing Month**—A data processing cycle or month representing the period from one end-of-month production period to the next.

**Program**—A sequence of machine instructions and routines necessary to process data.

**Quality Assurance**—A function of management to assure that specification requirements are met. Managers obtain quality assurance by quality controls and inspection. The program of assuring quality.

**Quality Control**—A function for all procedures, methods, examinations, and texts to provide for required quality.

**Reassignment**—The transfer of a member between stations.

**Reception Station**—An activity named to provide for receiving, orientation, classification, testing, clothing, assignment and movement of personnel enlisted, inducted or ordered to Active Duty, including ADT, for Army.

**Record**—A group of contiguous data elements making up a logical information unit. A record may be a single punched card, a line of print, a page of a report, or a basic local data unit on magnetic tape.

**Record Layout**—A chart that depicts the arrangement of data on magnetic tape or in a record.

**Record Months or Record Month Space**—The current processing month and 11 preceding calendar months, when referring to Defense Joint Military Pay System Reserve Component or Joint Uniform Military Pay System Active Component/Joint Service Software. In the Joint Uniform Military Pay System -Army system, this referred to the current processing month and five preceding calendar months. This is known as Immediate Access Storage for the Defense Joint Military Pay System Reserve Component and Joint Uniform Military Pay System Active Component/Joint Service Software systems.

**Rejected Input**—Any Defense Joint Military Pay System Reserve Component input rejected by the computer (includes incorrect name, SSN, codes, and record format).

**Reserve Enlistment Program 63 Personnel**—Personnel enlisted under the provisions of the Reserve Enlistment Program, 1963. These individuals are enlisted in the Reserve components of the Army and ordered to Active Duty Training for periods of 4-6 months.

**Replacement Check**—A check that is printed to replace a mutilated, misprinted or lost check.

**Reserve Components**—The Reserve components of the Army are the Army Reserve and the Army National Guard of the United States. The Reserve components of the Air Force are the Air Reserve and the Air National Guard of the United States.

**Reserve Component Input Subsystem**—A personal computer based transaction input system used to enter transactions into Defense Joint Military Pay System Reserve Component.

**Reserve Components Pay Support Office**—Reserve Components Pay support Office is a term used to identify United States Army Reserve input sites, Active Finance and Accounting Offices with a Reserve Component Input Subsystem input capability, and Army National Guard input sites. With the exception of the Army National Guard input sites, the Reserve Component Pay Support Offices support both United States Air Reserve and Army National Guard. The Reserve Component Pay Support Office serves as an intermediary between units and DFAS-IN. The Reserve Component Pay Support Office controls, edits, stores, and transmits input, as required.

**Retrieval**—The process of obtaining data from computer storage, files, microfilm copies, etc.

**Right Justified**—The placement of data in the right-most position in a prescribed field. Normally, all numeric characters are right justified; the lowest order digit is placed in the right-most column of the card field. If the data does not occupy the entire field, the left-most positions may be zero-filled or left blank. See each specific transaction for the proper completion of numeric fields.

**Selected Reserve Incentive Program**—The Reserve component enlistment, reenlistment, and affiliation (members with selected skills leaving active duty and joining a reserve unit) bonus incentive program. These entitlements are in addition to the Montgomery GI bill and various loan repayment programs (e.g., health professionals, student loans, etc.) that may also be payable to the member.

**Sequencing**—A process of arranging data in a specified order.

**Sequential Transmittal Number**—A control number assigned to all data to and from field offices.

**Single Source Data**—Sole source transactions that effect a member's pay (e.g., promotions).

**Service Member's Identification**—The member's last name, first name, middle initial, and SSN. (Also referred to as member's identification.)

**Servicemember's Group Life Insurance**—A Veteran's Administration insurance program for military personnel.

**Software**—The programs and routines used in the operations of the computer.

**Source Document**—An official document prepared primarily for administrative purposes from which the input is generated.

**State**—State as used in the Army National Guard or Air National Guard includes the Commonwealth of Puerto Rico, the territories of Guam and the U.S. Virgin Islands, and the District of Columbia.

**Statistical File**—A magnetic tape file used to produce various daily and monthly statistical reports.

**Subsystem**—A major functional division within a system performing one or more specific tasks.

**Substantiating Document**—Written evidence to prove an entitlement or a collection entry on the Leave Earning Statement (e.g., orders affecting promotions and reductions of members).

**Supporting Document**—A document which supports an entitlement or collection entry.

**SURE—PAY/Direct Deposit** - A pay option by which mid-month and end-of-month payments are automatically sent directly to a financial organization for credit to a checking or savings account. A financial organization is any bank, saving bank, savings and loan association, or Federal or State chartered credit union. Now known as Direct Deposit.

**System**—An integrated relationship of components aligned to set up proper functional continuity toward the successful performance of a defined task or tasks.

**Systems Analysis**—An orderly study of a procedure or an operating system for management.

**Table of Distribution**—A listing prescribing the organizational structure and the personnel to perform a specific mission for which there is no proper Table of Organization and Equipment.

**Table of Organization and Equipment**—A table prescribing the normal mission, organization structure, and personnel and equipment requirements for a military unit.

**Term of Enlistment**—The number of months of an enlistment.

**Terminal Area Security Officer**—Individual responsible for system security and both profile and password issuance.

**Text Header Card**—A card image preceding a group of detail card images. It contains the message number, the number of cards in the message, message addressee, a code identifying it as the text header card and originator.

**Transactions for Others**—A certain financial transaction, processed by a disbursing officer that cites funds of another installation, activity, or military department.

**Troup Program Unit**—An organized and recognized unit of the ready reserve in the United States Air Reserve, Army National Guard, or Air National Guard.

**Unit**—Any military entitlement whose structure is prescribed by competent authority such as a TOE.

**Unit Commander**—Normally an officer, but may be an enlisted member when there are no officers on the unit TDA. The individual is in command of a company, detachment, or a unit of equal size.

**Unit Identification Code**—A six-character code assigned to identify each unit.

**Unit Personnel Officer**—The personnel officer of an Army unit personnel section.

**Unit Training Assembly**—A four-hour period of time for which an Air Force or Army Guard or Reservist performs duty and receives pay equivalent to one day's pay of active duty. No more than two (2) UTA may be paid in any one day.

**Update**—A process where input transactions are edited and processed to post the addition, deletion, or changes to a member's account.

**U.S. Property and Fiscal Officer**—An Army or Air Force officer in each State National Guard designated by the U.S. Government as the individual responsible for all federal money and property allotted to the state. This officer, regardless of service, has full authority to sign for Army money or property entrusted to him or her.

**Valid Disbursing Station Symbol Number Table**—A table containing Disbursing Station Symbol Number for Army.

**Validity Check**—A check for accuracy of character representation.

**ZIP Code Table**—A reference table of ZIP codes.

## Attachment 2

## SAMPLE OF DD FORM 114.

## A2.1. Purpose. Sample of DD Form 114.

Table A2.1. Sample of DD Form 114, Military Pay Order Data.

Preparation of DD Form 114, Military Pay Order (MPO)	
Item	Entry
Military pay order (MPO) number	The next number in sequence. Each Reserve Component Payroll Office has its own numbered MPO series, starting with 1 on 1 October each year. On multipage MPOs, enter "Page of pages."
Organization and station	The organization the Reserve Component Payroll Office is assigned to and the base or location. Do not use APO, FPO, etc., mailing addresses unless the location is classified. Geographically separated units, which prepare their own MPOs, use their own unit designation. However, the Reserve Component Payroll Office assigns the MPO number.
Date	Date the MPO is prepared.
Social Security Number/AFSN	Space member's SSN as follows: XXX-XX-XXXX.
Last name First name Middle initial Grade, Personnel Accounting Symbol, Program Element Code	The member's full name, including JR and SR. On the same line, near the right margin of the item, enter the member's pay grade (35, 38, 03). Under the member's name, enter the PAS (two-digit) the member is assigned. Immediately below heading enter: "Adjust pay account for" or "pay due for".
Reason for the adjustment and the period for the adjustment	Enter the type of adjustment and reason for the adjustment and the period involved. If the adjustment is to a prior payment, list all voucher numbers and accounting classifications. Obtain APC from member's order. Enter type of adjustment or payment due.
Source documents and Transaction Identification Number submission	List source documents which are attached. List TIN submitted and run processed on. If run processed on is unknown, list Julian date of submission.
Year	The year the action is effective.
Symbol number	Enter 3801.
Typed name and grade of certifying officer	Name, grade, and branch of service of designated officer.
Signature of the certifying officer	Self-explanatory; however, the signature on the MPO must match the signature on the DD Form 577.



## Attachment 3

## TINS ARRANGED IN ALPHABETIC-NUMERIC SEQUENCE

Table A3.1. TINs Arranged in Alphabetic-Numeric Sequence.

Transactions in Alpha-Numeric Sequence		
Transaction Identification Number	Title	Cross-Reference
AA1	Permanent Duty Station Input (Gain) Establishes Member's MMPA Record	<b>Table 43.33.</b>
A05	Establish/change a student master	<b>Table 34.6.</b>
A06	Establishes/Updates MMPA with tax information, leave information, prior service, pay frequency, Inactive Duty Training periods, Basic Allowance For Quarters information, Servicemember's Group Life Insurance code	<b>Table 2.7.</b> <b>Table 29.10.</b>
A07	Check mailing address (street address)	<b>Table 2.8.</b>
A08	Check mailing address (city, state, ZIP code, and country code)	<b>Table 2.9.</b>
A09	Changes to Program Element Code, Personnel Accounting Symbol, and/or State or Pay Group and Mobilization Augmentee	<b>Table 2.13.</b>
A10	Change country or info address line	<b>Table 2.14.</b>
A14	Officers, or warrant officers, with over 4 years of active enlisted service	<b>Table 11.1.</b>
A15	Change or start Basic Allowance For Quarters only for with dependents status if not previously started with A06 transaction	<b>Table 13.1.</b>
A17	Federal Income Tax Withheld change	<b>Table 30.2.</b>
A18	Financial institution change (Direct Deposit)	<b>Table 7.2.</b>
A19	Incentive pay change	<b>Table 18.2.</b>
A21	Reporting or changing compensation/benefit waived	<b>Table 35.1.</b>
A24	Pay status change and active duty 30 days or more	None.
A26	Changes the state member is claiming for tax purposes	None
A27	Servicemen's Group Life Insurance (SGLI) change	<b>Table 31.1.</b>
A28	Special pay for medical, dental, veterinary, and optometry officers	None
A30	Basic Allowance for Subsistence (BAS) II Long Tour	<b>Table 13.2.</b>
A31	Basic Allowance for Subsistence (BAS) Long Tour	<b>Table 12.1.</b>
A32	Basic Allowance for Subsistence (BAS)	<b>Table 13.3.</b>
A33	Family Separation Allowance (FSA) Long Tour	<b>Table 16.1.</b>

A34	Foreign Duty Tour	Table 21.1.
A35	Hostile Fire Pay (HFP)	Table 21.2.
A38	Date of Gain change	Table 43.30.
A42	Start, change, or stop ANG state-sponsored group life insurance	Table 31.2.
A90	Combat Zone Tax Exclusion	Table 30.3.
TIN B03	Incentive bonus establishment, termination, payment of initial bonus and all installments, suspension, and release from suspension	Table 22.3. Table 22.4.
B06	Payment of officer maintenance allowance and establish date	Table 14.1.
B06	Changes officer uniform allowance payment date, type, and maintenance allowance future date	Table 14.1.
B10	Additional Flying Training Periods (AFTPs)	Table 8.1.
B11	Inactive duty training - UTA	Table 8.2.
B12	Collection of UTA/Additional Flying Training Periods/IPs	Table 32.12.
B13	Incentive pay for UTA	None
C01	Active duty less than 30 days	Table 9.2.
TIN C02	Allowances for active duty less than 30 days	Table 9.3.
C03	Collection of active duty tour/entitlements	Table 32.3.
C04	Payment of Basic Allowance for Housing/IP/Basic Allowance For Quarters /VHA	Figure 18.10
C05	Cost of Living Allowance	Table 15.1.
C05	Payment of Family Separation Allowance/HA/Cost of Living Allowance /FDP/HOSTILE FIRE PAY	Figure 15.5.
C11	Payment of unused accrued leave	Table 29.5.
D01	IAD and Tax Adjustments. Tax Adjustments are Restricted to DFAS-IN	Table 43.4. Table 43.5.
D02	Active Duty Basic Pay and Federal Insurance Contributions Act, Positive	Table 43.3. Table 43.11.
D04	Medical, Dental, Veterinary, Optometry Pay, Positive	Table 17.2.
D05	Special Pays	Table 43.16.
D06	Active Duty Incentive Pay, Negative	Table 43.17.
D08 and/or D09	Basic Allowance for Quarters, Overseas Housing Allowance, VHA, Positive/Negative	Table 43.18. & 43.20.
D10	Hostile Fire Pay, Positive/Negative	Table 43.21.
D12	Family Separation Allowance II, Positive/Negative	Table 43.21.
D13	Other Adjustments, Positive/Negative	Table 43.24.
D15	Active Duty Basic Pay and Federal Insurance Contributions Act, Negative	Table 43.13. Table 43.11.

D17	Accrued Leave Basic Pay, Positive/Negative	<b>Table 43.28.</b>
D18	Messages	<b>Table 41.2.</b> <b>Table 43.29.</b>
DB	Servicemember's Group Life Insurance charge (Defense Joint Military Pay System Active Component)	<b>Table 24.8.</b>
DF, DG, DR DQ, DS, DV, DW09	Cancel debt	<b>Table 32.10.</b>
DF03	Collection of fines	None
DF07	Adjustment for collection of fines	None.
DG03	Collection of Government Property Lost or Damaged /report of survey	<b>Table 32.4.</b>
DG07	Adjustment for collection of Government Property Lost or Damaged /report of survey	<b>Table 32.5.</b>
DQ03	Collection of overpayment, pay and allowances	<b>Table 32.2.</b>
DQ07	Adjustment for collection of pay and allowances/bonuses	<b>Table 32.3.</b>
DS03	Collection of non-appropriated fund, garnishments, and miscellaneous debt	<b>Table 32.8.</b>
DS07	Adjustment for collection of non-appropriated fund, garnishment, and miscellaneous debts	<b>Table 32.9.</b>
DV03	Collection of advance pay	<b>Table 32.17.</b>
DV07	Adjustment for advance pay	<b>Table 32.18.</b>
DW03	Collection of partial pay	<b>Table 32.19.</b>
DW07	Adjustment for partial pay	<b>Table 32.20.</b>
E01	Defense Finance and Accounting Services Payment	<b>Table 10.1.</b> <b>Table 43.31.</b>
E2	Accession of non-basic trainee (Defense Joint Military Pay System Active Component)	<b>Table 24.9.</b> <b>Table 24.10.</b>
E5	Final separations (Defense Joint Military Pay System Active Component)	<b>Table 24.11.</b> <b>Table 24.12.</b> <b>Table 24.13.</b> <b>Table 24.14.</b> <b>Table 24.15.</b> <b>Table 24.16.</b>
E99	Defense Finance and Accounting Services payment batch control	None
LG	MPF number and/or major command identify (DJMS-AC)	<b>Table 24.17.</b>
MC	Change name (DJMS-AC)	<b>Table 24.18.</b>
MD	Promotion of demotion, or correct grade, or effective date (DJMS-AC)	<b>Table 24.19.</b>

TU	Date of separation (Airman) (DJMS-AC)	<b>Table 24.20.</b>
W2	Management report adjustment	None
W3	Summary transportation data	None
020	Inactive Duty Training periods authorized	<b>Table 8.3.</b>
30	Special duty assignment pay (DJMS-AC)	<b>Table 24.23.</b> <b>Table 24.24.</b> <b>Table 24.25.</b>
006, 102, 103, 104, 105, 106, 114, 115	Personnel data changes	<b>Table 43.32.</b> <b>Table 43.34.</b> <b>Table 43.35.</b>
113	Grade change	<b>Table 43.34.</b>
900	Loss/Separation	<b>Table 43.36.</b>

**Attachment 4****DJMS-RC REPORTS**

**A4.1. Purpose.** This appendix contains Joint Uniform Military Pay System -RF Reports information.

**A4.2. Joint Uniform Military Pay System -RF Reports.** The following shows the reports that are produced and distributed to the Reserve Component Pay Support Office, Active Army FAOs supporting Reserve Components, Major United States Army Reserve Commands, Continental United States, Major Commands and Units being paid under DJMS-RC and Reserve Component Input Subsystem.

A4.2.1. PCN: A7110157

A4.2.1.1. TITLE: Joint Uniform Military Pay System -RF AUTODIN Input List MEDIA:

A4.2.1.2. FREQUENCY:

A4.2.1.3. PURPOSE: Lists all Joint Uniform Military Pay System -RF AUTODIN input for

A4.2.1.4. DFAS-IN/FJ REVIEW:

A4.2.1.5. DISTRIBUTION:

A4.2.1.6. RETENTION:

A4.2.1.7. USED BY: AIR FORCE

A4.2.2. PCN: UH022-0004

A4.2.2.1. TITLE: Joint Uniform Military Pay System -RF Master Table Report MEDIA:

A4.2.2.2. FREQUENCY:

A4.2.2.3. PURPOSE: Tables are maintained on the mainframe and are accessible for use under FOCUS.

A4.2.2.4. DISTRIBUTION:

A4.2.2.5. RETENTION:

A4.2.2.6. USED BY: DFAS-IN

A4.2.3. PCN: UH022-007

A4.2.3.1. TITLE: Joint Uniform Military Pay System -RF Mobility Action Items MEDIA:

A4.2.3.2. FREQUENCY:

A4.2.3.3. PURPOSE:

A4.2.3.4. DISTRIBUTION:

A4.2.3.5. RETENTION:

A4.2.3.6. USED BY: DFAS-IN

A4.2.4. PCN: UH022-0008

A4.2.4.1. TITLE: Joint Uniform Military Pay System -RF Master Table ERR MEDIA:

A4.2.4.2. FREQUENCY:

A4.2.4.3. PURPOSE:

A4.2.4.4. DISTRIBUTION:

A4.2.4.5. RETENTION:

A4.2.4.6. USED BY: DFAS-IN

A4.2.5. PCN: UH022-0009

A4.2.5.1. TITLE: Joint Uniform Military Pay System -RF Mobility Input List MEDIA:

A4.2.5.2. FREQUENCY:

A4.2.5.3. PURPOSE:

A4.2.5.4. DISTRIBUTION:

A4.2.5.5. RETENTION:

A4.2.5.6. USED BY: DFAS-IN

A4.2.6. PCN: UH022-0010

A4.2.6.1. TITLE: Joint Uniform Military Pay System -RF Mobility Master Reviews MEDIA:

A4.2.6.2. FREQUENCY:

A4.2.6.3. PURPOSE:

A4.2.6.4. DISTRIBUTION:

A4.2.6.5. RETENTION:

A4.2.6.6. USED BY: DFAS-IN

A4.2.7. PCN: UH022-0011

A4.2.7.1. TITLE: Joint Uniform Military Pay System -RF Recycled Mobilization Data MEDIA:

A4.2.7.2. FREQUENCY:

A4.2.7.3. PURPOSE:

A4.2.7.4. DISTRIBUTION:

A4.2.7.5. RETENTION:

A4.2.7.6. USED BY: DFAS-IN

A4.2.8. PCN: UH022-0012

A4.2.8.1. TITLE: Program Totals for Program AOF00C MEDIA:

A4.2.8.2. FREQUENCY:

A4.2.8.3. PURPOSE:

A4.2.8.4. DISTRIBUTION:

A4.2.8.5. RETENTION:

A4.2.8.6. USED BY: DFAS-IN

A4.2.9. PCN: UH022-0013

A4.2.9.1. TITLE: Table 10 Accounts Receivable Appropriations

A4.2.9.2. MEDIA: Maintained on the mainframe; accessible for use under FOCUS.

A4.2.9.3. FREQUENCY:

A4.2.9.4. PURPOSE: The data contains project and subproject, in addition to most of the accounting classification. Accounting classification is extracted from the applicable APC sub table.

A4.2.9.5. DISTRIBUTION:

A4.2.9.6. RETENTION:

A4.2.9.7. USED BY: DFAS-IN

A4.2.10. PCN: UH022-0014

A4.2.10.1. TITLE: Table 11 "D" Company Codes MEDIA:

A4.2.10.2. FREQUENCY:

A4.2.10.3. PURPOSE:

A4.2.10.4. DISTRIBUTION:

A4.2.10.5. RETENTION:

A4.2.10.6. USED BY: DFAS-IN

A4.2.11. PCN: UH022-0019

A4.2.11.1. TITLE: Joint Uniform Military Pay System -RF Daily Input Recap MEDIA:

A4.2.11.2. FREQUENCY:

A4.2.11.3. PURPOSE: To reflect daily recap counts for daily input for DFAS-IN/FJ A4.2.11.

A4.2.11.4. DISTRIBUTION:

A4.2.11.5. RETENTION:

A4.2.11.6. USED BY: DFAS-IN

A4.2.12. PCN: UH022-0026

A4.2.12.1. TITLE: ANG Drug Interdiction Report MEDIA:

A4.2.12.2. FREQUENCY:

A4.2.12.3. PURPOSE:

A4.2.12.4. DISTRIBUTION:

A4.2.12.5. RETENTION:

A4.2.12.6. USED BY: ANG

A4.2.13. PCN: UH022-0055

A4.2.13.1. TITLE: Joint Uniform Military Pay System -RF Hostile Fire Pay Report  
MEDIA:

A4.2.13.2. FREQUENCY: Monthly

A4.2.13.3. PURPOSE:

A4.2.13.4. DISTRIBUTION:

A4.2.13.5. RETENTION:

A4.2.13.6. USED BY: DFAS-IN.

A4.2.14. PCN: UH022-0056

A4.2.14.1. TITLE: Joint Uniform Military Pay System -RF Hostile Fire Pay Report (RCS

A4.2.14.2. HAF(A)-256) MEDIA:

A4.2.14.3. FREQUENCY: Annual

A4.2.14.4. PURPOSE:

A4.2.14.5. DISTRIBUTION:

A4.2.14.6. RETENTION:

A4.2.14.7. USED BY: DFAS-IN

A4.2.15. PCN: UH022-0058

A4.2.15.1. TITLE: Health Professions Pay Management Report MEDIA: Sysout Archive  
and Retrieval System

A4.2.15.2. FREQUENCY: Monthly

A4.2.15.3. PURPOSE: To provide each applicable military service a useful management  
tool for the High Performance Incentive Program Pay Accounts.

A4.2.15.4. DISTRIBUTION:

A4.2.15.5. RETENTION: As required

A4.2.15.6. USED BY: Army, Navy, and Air Force

A4.2.16. PCN: UH022-0100

A4.2.16.1. TITLE: Joint Uniform Military Pay System -RF Daily Transaction Recap  
MEDIA:

A4.2.16.2. FREQUENCY:

A4.2.16.3. PURPOSE: To provide DFAS-IN/FJ a statistical total of the number of  
transactions each update.

A4.2.16.4. DISTRIBUTION:



A4.2.16.5. RETENTION:

A4.2.16.6. USED BY: DFAS-IN

A4.2.17. PCN: UH022-0102

A4.2.17.1. TITLE: Joint Uniform Military Pay System -RF Program Totals AOF01E MEDIA:

A4.2.17.2. FREQUENCY:

A4.2.17.3. PURPOSE:

A4.2.17.4. DISTRIBUTION:

A4.2.17.5. RETENTION:

A4.2.17.6. USED BY: DFAS-IN

A4.2.18. PCN: UH022-0106

A4.2.18.1. TITLE: Joint Uniform Military Pay System -RF Program Totals MEDIA:

A4.2.18.2. FREQUENCY:

A4.2.18.3. PURPOSE:

A4.2.18.4. DISTRIBUTION:

A4.2.18.5. RETENTION:

A4.2.18.6. USED BY: DFAS-IN

A4.2.19. PCN: UH022-0108

A4.2.19.1. TITLE: Joint Uniform Military Pay System -RF Voucher Pre-Balance from PAA01T. (Formerly MP-OF-117) MEDIA:

A4.2.19.2. FREQUENCY:

A4.2.19.3. PURPOSE:

A4.2.19.4. DISTRIBUTION:

A4.2.19.5. RETENTION:

A4.2.19.6. USED BY: DFAS-IN

A4.2.20. PCN: UH022-0109

A4.2.20.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAA 00L MEDIA:

A4.2.20.2. FREQUENCY:

A4.2.20.3. PURPOSE:

A4.2.20.4. DISTRIBUTION:

A4.2.20.5. RETENTION:

A4.2.20.6. USED BY: DFAS-IN

## A4.2.21. PCN: UH022-0111

A4.2.21.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAA 01K  
MEDIA:

A4.2.21.2. FREQUENCY:

A4.2.21.3. PURPOSE:

A4.2.21.4. DISTRIBUTION:

A4.2.21.5. RETENTION:

A4.2.21.6. USED BY: DFAS-IN

## A4.2.22. PCN: UH022-0112

A4.2.22.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAA 01G  
MEDIA:

A4.2.22.2. FREQUENCY:

A4.2.22.3. PURPOSE:

A4.2.22.4. DISTRIBUTION:

A4.2.22.5. RETENTION:

A4.2.22.6. USED BY: DFAS-IN

## A4.2.23. PCN: UH022-0113

A4.2.23.1. TITLE: Joint Uniform Military Pay System -RF Retroactive Payments  
MEDIA:

A4.2.23.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.23.3. USED BY: DFAS-IN

## A4.2.24. PCN: UH022-0114

A4.2.24.1. TITLE: Joint Uniform Military Pay System -RF Pay Comp Totals MEDIA:

A4.2.24.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.24.3. USED BY: DFAS-IN

## A4.2.25. PCN: UH022-0115

A4.2.25.1. TITLE: Joint Uniform Military Pay System -RF Voucher Pre-Balance  
MEDIA:

A4.2.25.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.25.3. USED BY: DFAS-IN

## A4.2.26. PCN: UH022-0116, Part 1 and 2

A4.2.26.1. TITLE: Joint Uniform Military Pay System-RF Action Items, DFAS-IN/FJ

A4.2.26.2. MEDIA: Paper and fiche

A4.2.26.3. FREQUENCY: May be downloaded daily through RMS for daily and coded runs.

A4.2.26.4. PURPOSE: To list for DFAS-IN/FJ or those transactions requiring some type of action (corrective, review, etc.). These transactions are the rejects/recycles to central site. Review and take action as required on listed transactions, analyze types of errors and causes of rejects, and determine training requirements to preclude future rejects.

A4.2.26.5. In Part 1, the problem areas are listed by future attendance date, no matching complete master record, Reserve Pay previously waived, attendance date is over 11 months old and gain is incomplete.

A4.2.26.6. Part 2 is a listing of recycled transactions by number of recycles.

A4.2.26.7. The rejects from DFAS-IN Front End Loader System (FELS) are included on this report.

A4.2.26.8. DISTRIBUTION:

A4.2.26.9. RETENTION: DFAS-IN/FJ - 6 years, 3 months in Substantiating Document File.

A4.2.26.10. USED BY: DFAS-IN

A4.2.27. PCN: UH022-0120

A4.2.27.1. TITLE: Joint Uniform Military Pay System -RF Master for Review - DFAS-IN/FJ MEDIA: Paper

A4.2.27.2. FREQUENCY:

A4.2.27.3. PURPOSE: This is the member's MMPA record. It contains SSN, name, address, grade, pay information, tax information, pay history, etc. It provides DFAS-IN/FJ a list of problems, rebuilt, dropped, and duplicate Master Records. (MMPA Print)

A4.2.27.4. DISTRIBUTION: RETENTION:

A4.2.27.5. USED BY: DFAS-IN

A4.2.28. PCN: UH022-0121

A4.2.28.1. TITLE: Joint Uniform Military Pay System -RF History File-2 Extract MEDIA: Paper

A4.2.28.2. FREQUENCY:

A4.2.28.3. PURPOSE: This report contains APC instead of project/subproject. DISTRIBUTION:

A4.2.28.4. RETENTION:

A4.2.28.5. USED BY: DFAS-IN

A4.2.29. PCN: UH022-0122

A4.2.29.1. TITLE: Joint Uniform Military Pay System -RF Statement of Earnings MEDIA: Paper

A4.2.29.2. FREQUENCY: Each time the member is paid.

A4.2.29.3. PURPOSE: To provide the member a statement of earnings and pertinent check information (Leave Earning Statement).

A4.2.29.4. DISTRIBUTION: One to each member being paid on a particular update.

A4.2.29.5. RETENTION:

A4.2.29.6. USED BY: DFAS-IN

A4.2.30. PCN: UH022-0123

A4.2.30.1. TITLE: Joint Uniform Military Pay System -RF '0' Net Pay Statement of Earnings MEDIA:

A4.2.30.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.30.3. USED BY: Air Force

A4.2.31. PCN: UH022-0125 and UH022-126

A4.2.31.1. TITLE: Current Bonus Master Records MEDIA: Paper

A4.2.31.2. FREQUENCY: Monthly

A4.2.31.3. PURPOSE: Gives AFR units a copy of each bonus master record which has had activity on it during the last 18 months or which has an anniversary date in the future. It is sorted by MPF and SSN. The services take this bonus master data and create their own reports. Report 0125 is for AFR, ARES, and NRES; report 0126 is for ANG and ARNG.

A4.2.31.4. DISTRIBUTION: Sysout Archive and Retrieval System - Region JNRMGMT1 for NRES, Sysout Archive and Retrieval System - Region JFRMGMT1 for AFR, Sysout Archive and Retrieval System Region JARMGMT1 for ARES, and sent via FTP to ANG.

A4.2.31.5. RETENTION:

A4.2.31.6. USED BY: NRES, AFR, ANG, ARES, and ARNG.

A4.2.32. PCN: UH022-0127

A4.2.32.1. TITLE: Joint Uniform Military Pay System -RF Potential Loss Member MEDIA:

A4.2.32.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.32.3. USED BY: Air Force

A4.2.33. PCN: UH022-0128

A4.2.33.1. TITLE: Veterans Affairs/SGLI Payments MEDIA:

A4.2.33.2. FREQUENCY:

A4.2.33.3. PURPOSE: This report displays totals for amount, number of members, by Service members' Group Life Insurance option, for collections, debts created current month, and debts canceled current for ANG project/subproject 54363 and Air Force Reserve project/subproject 72120 and 72218. Part IV of the report gives total members with Servicemembers' Group Life Insurance option 0 for Guard and Reserve members.

A4.2.33.4. DISTRIBUTION: RETENTION:

A4.2.33.5. m USED BY: Air Force

A4.2.34. PCN: UH022-0129

A4.2.34.1. TITLE: Canceled Joint Uniform Military Pay System -RF Servicemembers' Group Life

A4.2.34.2. Insurance Debts MEDIA:

A4.2.34.3. FREQUENCY:

A4.2.34.4. PURPOSE: This report provides a wide range of information on canceled Servicemembers' Group Life Insurance debts for Joint Uniform Military Pay System -RF members.

A4.2.34.5. DISTRIBUTION: RETENTION:

A4.2.34.6. USED BY: Air Force

A4.2.35. PCN: UH022-0130

A4.2.35.1. TITLE: Joint Uniform Military Pay System -RF Servicemembers' Group Life Insurance Check Processing Control Card MEDIA:

A4.2.35.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.35.3. USED BY: DFAS-IN

A4.2.36. PCN: UH022-0131

A4.2.36.1. TITLE: New Joint Uniform Military Pay System -RF Debts MEDIA:

A4.2.36.2. FREQUENCY:

A4.2.36.3. PURPOSE: To provide the Joint Uniform Military Pay System -RF Payroll Offices with a listing of debts established on a daily basis. This report uses company code, debt type, amount, start and stop dates, name, and SSN, reported in TD sequence. Debt type is determined from the component of pay.

A4.2.36.4. DISTRIBUTION: RETENTION:

A4.2.36.5. USED BY: Air Force

A4.2.37. PCN: UH022-0132

A4.2.37.1. TITLE: Joint Uniform Military Pay System -RF Accounts Receivable Collections - Audit and Control of Collection Items

A4.2.37.2. MEDIA: FREQUENCY:

A4.2.37.3. PURPOSE: This report contains most of the accounting classification pertaining to a monetary debt: PAS code where the debt was incurred, current debt balance, original debt balance, project/sub- project, OAC/OBAN, basic symbol, Fiscal Year, department, company code, debt type, sales codes, major force program, and fund code. The accounting classification is extracted from the applicable APC. This report is derived from the Accounts Receivable Record.

A4.2.37.4. DISTRIBUTION: RETENTION:

A4.2.37.5. USED BY: Air Force

A4.2.38. PCN: UH022-0133

A4.2.38.1. TITLE: Joint Uniform Military Pay System -RF Accounts Receivable - Collections Audit and Control by Appropriation of Collection Items

A4.2.38.2. MEDIA: FREQUENCY:

A4.2.38.3. PURPOSE: This report contains the same basic information as found in UH022-0132, with the inclusion of Company name and street mailing address to include city, state, and zip code, for company codes, with totals by subproject and basic symbol. Information on this report is derived from the Accounts Receivable Record.

A4.2.38.4. DISTRIBUTION: RETENTION:

A4.2.38.5. USED BY: Air Force

A4.2.39. PCN: UH022-0134

A4.2.39.1. TITLE: Processed Transaction for General Officers

A4.2.39.2. MEDIA:

A4.2.39.3. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.39.4. USED BY:

A4.2.40. Air Force PCN: UH022-0135

A4.2.40.1. TITLE: Joint Uniform Military Pay System -RF Accounts Receivable Inventory -Field Use

A4.2.40.2. MEDIA:

A4.2.40.3. FREQUENCY:

A4.2.40.4. PURPOSE: This report contains the SSN, name, start and stop date, original amount of the debt, debt type, company code, department, Fiscal Year, basic symbol, OAC/ASN, current debt balance and status of the debt. The accounting classification is extracted from the applicable

A4.2.40.5. APC sub-table.

A4.2.40.6. DISTRIBUTION.

A4.2.40.7. RETENTION.

A4.2.40.8. USED BY- Air Force

A4.2.41. PCN: UH022-0138

A4.2.41.1. TITLE: Joint Uniform Military Pay System -RF Management Notification  
Joint Uniform Military Pay System MEDIA:

A4.2.41.2. FREQUENCY: As required.

A4.2.41.3. PURPOSE: This report is produced on an "as required" basis for miscellaneous changes (name, SSN, grade, pay date, address, or Federal Income Tax Withheld) that affect Joint Uniform Military Pay System -RF members who are mobilized. Sort sequence is by SSN and name within transaction.

A4.2.41.4. DISTRIBUTION: RETENTION:

A4.2.41.5. USED BY: Air Force

A4.2.42. PCN: UH022-0140

A4.2.42.1. TITLE: Joint Uniform Military Pay System -RF/Joint Uniform Military Pay System Mobilization MEDIA:

A4.2.42.2. FREQUENCY: As required.

A4.2.42.3. PURPOSE: This report is produced when valid TINs are received that affect the status of the mobilized member. Notification is made to Input Control to update Joint Uniform Military Pay System records. No paper format for this report is used.

A4.2.42.4. DISTRIBUTION: RETENTION

A4.2.42.5. USED BY: Air Force

A4.2.43. PCN: UH022-0141

A4.2.43.1. TITLE: Joint Uniform Military Pay System -RF Program Totals for PAA20B MEDIA:

A4.2.43.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.43.3. USED BY: DFAS-IN

A4.2.44. PCN: UH022-0142

A4.2.44.1. TITLE: Joint Uniform Military Pay System -RF Program Totals for PAA20C MEDIA:

A4.2.44.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.44.3. USED BY: DFAS-IN

A4.2.45. PCN: UH022-0143

A4.2.45.1. TITLE: Joint Uniform Military Pay System -RF Program Totals for PAA20E MEDIA:

A4.2.45.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.45.3. USED BY: DFAS-IN

A4.2.46. PCN: UH022-0144

A4.2.46.1. TITLE: Joint Uniform Military Pay System -RF Summary Accounts Receivable - Monthly MEDIA

A4.2.46.2. FREQUENCY: Monthly

A4.2.46.3. PURPOSE: To summarize accounts receivable collections monthly for reporting purposes.

A4.2.46.4. DISTRIBUTION:

A4.2.46.5. RETENTION:

A4.2.46.6. USED BY: Air Force

A4.2.47. PCN: UH022-0145

A4.2.47.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAA20G  
MEDIA:

A4.2.47.2. FREQUENCY: Monthly PURPOSE: DISTRIBUTION: RETENTION:

A4.2.47.3. USED BY: Air Force

A4.2.48. PCN: UH022-0146

A4.2.48.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAA20H  
MEDIA:

A4.2.48.2. FREQUENCY: Monthly PURPOSE: DISTRIBUTION: RETENTION:

A4.2.48.3. USED BY: Air Force

A4.2.49. PCN: UH022-0147

A4.2.49.1. TITLE: Other Unsatisfied Debts at Separation MEDIA:

A4.2.49.2. FREQUENCY: Monthly

A4.2.49.3. PURPOSE: Report contains SSN, name, duty PAS code, company code, original debt amount, current debt balance, start and stop dates, debt type, debt MPF and DATE OF SEPARATION. Sort is by SSN within company code.

A4.2.49.4. DISTRIBUTION: RETENTION:

A4.2.49.5. USED BY: Air Force

A4.2.50. PCN: UH022-0148

A4.2.50.1. TITLE: Joint Uniform Military Pay System -RF Disbursement Voucher  
MEDIA:

A4.2.50.2. FREQUENCY:

A4.2.50.3. PURPOSE: To provide DFAS-IN a list by Voucher Number of disbursement appropriations and the amount disbursed for each Joint Uniform Military Pay System -RF update. This report is generated for systems-balancing purposes. It contains basic symbol, fund, Fiscal Year, project/subproject, station number, and voucher amount. The APC is converted to the project/subproject using the applicable APC sub table.

A4.2.50.4. DISTRIBUTION: RETENTION:

A4.2.50.5. USED BY: Air Force

A4.2.51. PCN: UH022-0150

A4.2.51.1. TITLE: Defense Joint Military Pay System Reserve Component Schedule 9  
MEDIA: Paper



A4.2.51.2. FREQUENCY: Code 3

A4.2.51.3. PURPOSE: To provide data for the Department of Treasury on receivables due from the public for Defense Joint Military Pay System Reserve Component.

A4.2.51.4. DISTRIBUTION: DFAS-IN/FJF one copy

A4.2.51.5. RETENTION: As required USED BY: Air Force

A4.2.52. PCN: UH022-0151

A4.2.52.1. TITLE: Indebtedness Totals Program PAB20X MEDIA:

A4.2.52.2. FREQUENCY:

A4.2.52.3. PURPOSE: This report shows open and closed debts. Open debts are displayed as totals by basic symbol, showing OAC, original debt amount, current debt balance, and number of debts. Closed debts are shown as totals by the closure type (debt paid, transfer to Joint Uniform Military Pay System, canceled, transfer to Fiscal Year, transfer to NAF).

A4.2.52.4. DISTRIBUTION: RETENTION:

A4.2.53. PCN: UH022-0152

A4.2.53.1. USED BY: Air Force

A4.2.53.2. TITLE: Joint Uniform Military Pay System -RF Collection Voucher MEDIA:

A4.2.53.3. FREQUENCY:

A4.2.53.4. PURPOSE: To provide DFAS-IN a list by Voucher Number of collection appropriations and the amount collected for each Joint Uniform Military Pay System -RF update. This report is program generated for system balancing purposes. It does not use project/subproject, but uses OAC/OBAN. It contains basic symbol, fund, Fiscal Year, OAC/OBA Number, station and voucher amount. The APC is converted to project/subproject for reporting.

A4.2.53.5. DISTRIBUTION: RETENTION:

A4.2.53.6. USED BY: Air Force

A4.2.54. PCN: UH022-0153

A4.2.54.1. TITLE: Collections of Other Appropriated Fund Debts MEDIA:

A4.2.54.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.54.3. USED BY: Air Force

A4.2.55. PCN: UH022-0154

A4.2.55.1. TITLE: Other Uncollectable Appropriated Fund Debts MEDIA:

A4.2.55.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.55.3. USED BY: Air Force

A4.2.56. PCN: UH022-0155

A4.2.56.1. TITLE: Program Totals for State Tax MEDIA:

A4.2.56.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.56.3. USED BY: Air Force

A4.2.57. PCN: UH022-0156

A4.2.57.1. TITLE: Joint Uniform Military Pay System -RF Money List MEDIA:

A4.2.57.2. FREQUENCY:

A4.2.57.3. PURPOSE: To provide DFAS-IN a list of members receiving checks, the check amounts and other information. It is derived from the check data record. It contains the voucher number, date of check, SSN, name, address, Personnel Accounting Symbol, amount of the check, check number, and disposition of check.

A4.2.57.4. DISTRIBUTION: RETENTION:

A4.2.57.5. USED BY: Air Force

A4.2.58. PCN: UH022-0157

A4.2.58.1. TITLE: Schedule of Open Accounts Receivable (Debts) MEDIA: Paper

A4.2.58.2. FREQUENCY: Monthly (Code 3)

A4.2.58.3. PURPOSE: To provide DFAS-IN/FJFA open accounts receivable information to pass to MAFR.

A4.2.58.4. DISTRIBUTION: 2 copies - FJFA, 1 copy - FJRC

A4.2.58.5. RETENTION: One year USED BY: Air Force

A4.2.59. PCN: UH022-0158

A4.2.59.1. TITLE: Summary of Defense Joint Military Pay System Reserve Component Miscellaneous Deductions Part I and Part II MEDIA: Print

A4.2.59.2. FREQUENCY: Code 3

A4.2.59.3. PURPOSE: Part I - To provide accounting personnel with individual collection detail for miscellaneous debts. Part II - To provide back-up documentation for the disbursement of checks to "D" Company codes.

A4.2.59.4. DISTRIBUTION: DFAS-IN/FJFB RETENTION:

A4.2.59.5. USED BY: Air Force

A4.2.60. PCN: UH022-0160

A4.2.60.1. TITLE: Joint Uniform Military Pay System -RF Input and Batch Totals

A4.2.60.2. MEDIA: Electronic File Transfer, paper, and microfiche

A4.2.60.3. FREQUENCY: Downloaded daily through RMS for daily and coded runs.

A4.2.60.4. PURPOSE: Provides a list of transactions by input source (site) and Julian date and the input site batch total before CORE edits begin and after FELS edits (for DFAS-IN). This report is sorted by MPF, input source, Julian date, SSN, and transaction.

A4.2.60.5. DISTRIBUTION: Every Joint Uniform Military Pay System -RF payroll office (includes Reserve Component Pay Support Office) RETENTION: 30 days

A4.2.60.6. USED BY: Army and Air Force USES:

A4.2.60.7. Validates receipt of transactions by CORE.

A4.2.60.8. Reconcile CORE transactions with Reserve Component Input Subsystem transaction listings.

A4.2.61. PCN: UH022-0164

A4.2.61.1. TITLE: Joint Uniform Military Pay System -RF Action Items - MPF Part I (TD and MPF Sequence) MEDIA: Electronic File transfer and microfiche

A4.2.61.2. FREQUENCY: Downloaded daily through RMS for daily and coded runs.

A4.2.61.3. PURPOSE: Provides the input source (unit, Reserve Component Pay Support Office, payroll office) a listing of input site transactions that require some action (corrective, review, etc.) (rejects)

A4.2.61.4. DISTRIBUTION: Reserve Component Pay Support Office and Payroll Office

A4.2.61.5. RETENTION: 6 years, 3 months in substantiating document file USED BY: Army and Air Force

A4.2.61.6. USES: Review and take action as required on listed transactions; Analyze types of errors and causes of rejects; Determine training requirements to preclude future rejects.

A4.2.62. PCN: UH022-0164

A4.2.62.1. TITLE: Joint Uniform Military Pay System -RF Actions Items - MPF Part II MEDIA: Electronic File transfer and microfiche

A4.2.62.2. FREQUENCY: Downloaded daily through RMS for daily and coded runs.

A4.2.62.3. PURPOSE: Provides a listing of input site transactions that were recycled.

A4.2.62. DISTRIBUTION: Reserve Component Pay Support Office and Payroll Office

A4.2.62.4. RETENTION: 30 Days

A4.2.62.5. USED BY: Army and Air Force USES:

A4.2.62.6. Review and take action as required on listed transactions.

A4.2.62.6.1. Analyze causes for transactions to be recycled.

A4.2.62.6.2. Determine training requirements to preclude future recycled transactions.

**NOTE:** Transactions remain in recycle file for 8 paying updates before they become a reject.

A4.2.63. PCN: UH022-0166

A4.2.63.1. TITLE: Joint Uniform Military Pay System -RF By Others Input Transactions MEDIA: Electronic File transfer

A4.2.63.2. FREQUENCY: Daily

A4.2.63.3. PURPOSE: Identifies transactions input by other than the servicing Reserve Component Pay Support Office. DISTRIBUTION: Servicing Reserve Component Pay Support Office

A4.2.63.4. RETENTION: 30 days

A4.2.63.5. USED BY: Army

A4.2.63.6. USES: Monitor activity against serviced accounts (i.e., collection action for advance and partial payments).

A4.2.64. PCN: UH022-0168

A4.2.64.1. TITLE: Joint Uniform Military Pay System -RF Unit Error Summary MEDIA:

A4.2.64.2. FREQUENCY: Monthly, after the Code 3 updates

A4.2.64.3. PURPOSE: To provide each unit a list of the number of its total input, recycles and rejects on each Code 3 update.

A4.2.64.4. DISTRIBUTION: Units RETENTION: 30 days

A4.2.64.5. USED BY: Air Force

A4.2.65. PCN: UH022-0170

A4.2.65.1. TITLE: Joint Uniform Military Pay System -RF Composite Check Detail Listing MEDIA:

A4.2.65.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.66. PCN: UH022-0171

A4.2.66.1. TITLE: Check Control Forms (Direct Deposit Voucher Detail) MEDIA:

A4.2.66.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.67. PCN: UH022-0172

A4.2.67.1. TITLE: Joint Uniform Military Pay System -RF Check Data MEDIA: Paper and microfiche

A4.2.67.2. FREQUENCY:

A4.2.67.3. PURPOSE: To provide lists to DFAS-IN/FJ and units of members check information for audit and inquiry purposes. Information is derived from the check data record and is sorted by Personnel Accounting Symbol.

A4.2.67.4. DISTRIBUTION: RETENTION:

A4.2.67.5. USED BY: Air Force

A4.2.68. PCN: UH022-0175

A4.2.68.1. TITLE: Joint Uniform Military Pay System -RF Allot Fed Res Composite CK List MEDIA:

A4.2.68.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.68.3. USED BY: Air Force

## A4.2.69. PCN: UH022-0176

A4.2.69.1. TITLE: Joint Uniform Military Pay System -RF Master Reviews - Unit MEDIA:

A4.2.69.2. FREQUENCY:

A4.2.69.3. PURPOSE: To list, for DFAS-IN/FJ and units, member's pay and entitlement records due to unit gains or search requests. Review new gains for transfer in and verify entitlement and deduction data to supporting documents. If the transfer-in was the result of activating a previous "LL" file, verify pay date and grade of member before processing any pay transactions. Joint Uniform Military Pay System -RF drops "LL" MMPAs at the end of a quarter if DATE OF

A4.2.69.4. SEPARATION is more than 6 months old. (MMPA print).

A4.2.69.5. DISTRIBUTION: Units RETENTION: 30 days.

A4.2.69.6. USED BY: Air Force.

## A4.2.70. PCN: UH022-0180

A4.2.70.1. TITLE: Joint Uniform Military Pay System -RF Unit Search - When Requested by Unit MEDIA:

A4.2.70.2. FREQUENCY: When requested.

A4.2.70.3. PURPOSE: To list, for units, member's pay entitlement records due to unit gains or search requests. Review new gains for transfer-in and verify entitlement and deduction data supporting documents. If the transfer-in was the result of activating a previous "LL" file, verify pay- date and grade of member before processing any pay transactions. Joint Uniform Military Pay System -RF drops "LL" MMPAs at the end of a quarter if DATE OF SEPARATION is more than 60 months old. (MMPA print) Sort is by MPF and SSN.

A4.2.70.4. DISTRIBUTION: Units RETENTION: 30 days

## A4.2.71. PCN: UH022-0184

A4.2.71.1. USED BY: Air Force

A4.2.71.2. TITLE: Joint Uniform Military Pay System -RF Error Summary - DFAS-IN/FJ MEDIA:

A4.2.71.3. FREQUENCY:

A4.2.71.4. PURPOSE: To list, for DFAS-IN/FJ, the total number of input recycled, and rejected DFAS-IN/FJ transactions.

A4.2.71.5. DISTRIBUTION: RETENTION: 30 days USED BY: DFAS-IN

## A4.2.72. PCN: UH022-0185

A4.2.72.1. TITLE: Defense Joint Military Pay System Reserve Component Accounts Receivable - DS Debt Collections by Company Code MEDIA: Paper

A4.2.72.2. FREQUENCY: Coded updates

A4.2.72.3. PURPOSE: To provide central site collection detail for DS debts.  
DISTRIBUTION: DFAS-IN/FJFB one copy

A4.2.72.4. RETENTION: As required USED BY: Air Force

A4.2.73. PCN: UH022-0188

A4.2.73.1. TITLE: Joint Uniform Military Pay System -RF Error Summary - Permanent Duty Station MEDIA:

A4.2.73.2. FREQUENCY:

A4.2.73.3. PURPOSE: To list, for DFAS-IN/FJ, the total number of input recycled, and rejected APDS transactions.

A4.2.73.4. DISTRIBUTION: RETENTION: 30 days USED BY: DFAS-IN

A4.2.74. PCN: UH022-0189

A4.2.74.1. TITLE: Joint Uniform Military Pay System -RF Program Totals PAB02F

A4.2.74.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.75. PCN: UH022-0190

A4.2.75.1. TITLE: Joint Uniform Military Pay System -RF to Joint Uniform Military Pay System Central Pay MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.76. PCN: UH022-0191

A4.2.76.1. TITLE: Joint Uniform Military Pay System -RF Sure-Pay Non-Match to Company Code Table MEDIA: FREQUENCY:

A4.2.76.2. PURPOSE: To display data of Joint Uniform Military Pay System -RF SURE-PAY members whose check data Company Code did not match Joint Uniform Military Pay System Table 50. The report sorts by SSN and displays name identifier, full check name, amount, pay option, company code, account/policy number and MPF. It also shows totals for enlisted officer, and a grand total for number and amount. DISTRIBUTION: RETENTION: 30 days

A4.2.76.3. USED BY: Air Force

A4.2.77. PCN: UH022-0192

A4.2.77.1. TITLE: Joint Uniform Military Pay System -RF Error Summary - All Units MEDIA:

A4.2.77.2. FREQUENCY:

A4.2.77.3. PURPOSE: To list, for DFAS-IN/FJ, the total number of input, recycled, and rejected unit transactions. DISTRIBUTION: RETENTION: 30 days USED BY: DFAS-IN

A4.2.78. PCN: UH022-0193

A4.2.78.1. TITLE: Joint Uniform Military Pay System -RF Direct Deposit Merge MEDIA:

A4.2.78.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.79. PCN: UH022-0194

A4.2.79.1. TITLE: Account Numbers Exceeding 17 Characters - AFR MEDIA:

A4.2.79.2. FREQUENCY:

A4.2.79.3. PURPOSE: To list, For DFAS-IN/FJ, Defense Joint Uniform Military Pay System-RF account numbers exceeding 17 characters.

A4.2.79.4. DISTRIBUTION: RETENTION: 30 days USED BY: DFAS-IN

A4.2.80. PCN: UH022-0196

A4.2.80.1. TITLE: MEDIA: FREQUENCY: PURPOSE:

A4.2.80.2. DISTRIBUTION: RETENTION: USED BY:

A4.2.81. PCN: UH022-0198

A4.2.81.1. TITLE: Defense Joint Uniform Military Pay System -RF Program Totals PAB02P MEDIA:

A4.2.81.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.82. PCN: UH022-0202

A4.2.82.1. TITLE: State Life Insurance Summary - Monthly MEDIA:

A4.2.82.2. FREQUENCY: Monthly

A4.2.82.3. PURPOSE: To control state life insurance administration costs and member deductions. Reports by state by full Personnel Accounting Symbol, further by SSN, name, deduction period, rate, amount of deduction. All information is obtained from the MMPA. The state code is derived from the PAS-ST-PGMA field on the MMPA.

A4.2.82.4. DISTRIBUTION: RETENTION: 30 days USED BY: ANG

A4.2.83. PCN: UH022-0203

A4.2.83.1. TITLE: Mandatory Direct Deposit Report MEDIA:

A4.2.83.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.83.3. USED BY: DFAS-IN

A4.2.84. PCN: UH022-0204

A4.2.84.1. TITLE: Defense Joint Uniform Military Pay System -RF Statistical Report MEDIA: Microfiche

A4.2.84.2. FREQUENCY: Monthly

A4.2.84.3. PURPOSE: To provide NGB, AFRC, AFRE, and DFAS-IN a monthly report of selected statistical data from the Defense Joint Uniform Military Pay System -RF Master File. It contains grade, incentive pay type, state, Personnel Accounting Symbol, Training Category Codes, and component of pay. The Training Category Codes come from the last two positions of the APC.

A4.2.84.4. DISTRIBUTION: RETENTION: 30 days

A4.2.84.5. USED BY: Air Force

A4.2.85. PCN: UH022-0205

A4.2.85.1. TITLE: FELS Reject Report MEDIA: Electronic File transfer

A4.2.85.2. FREQUENCY: Downloaded daily through RMS for daily and coded runs.

A4.2.85.3. PURPOSE: Lists rejects from the Front End Loader Subsystem.

A4.2.85.4. DISTRIBUTION: Reserve Component Pay Support Office

A4.2.85.5. RETENTION: 6 years, 3 months in substantiating document file. USED BY: Army

A4.2.85.6. USES:

A4.2.85.6.1. Review and take action as required on listed transactions.

A4.2.85.6.2. Analyze types of errors and causes of rejects.

A4.2.85.6.3. Determine training requirements to preclude future rejects.

A4.2.86. PCN: UH022-0206

A4.2.86.1. TITLE: Central Site Review of MMPA Restriction (Privacy Act) - Disputed Masters MEDIA:

A4.2.86.2. FREQUENCY:

A4.2.86.3. PURPOSE: To list SSN, name, and PAS Code of all MMPAs currently disputed under provisions of the Privacy Act of 1974.

A4.2.86.4. DISTRIBUTION: RETENTION: USED BY:

A4.2.87. PCN: UH022-0208

A4.2.87.1. TITLE: Defense Joint Uniform Military Pay System -RF Statistical Error List

A4.2.87.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.88. PCN: UH022-0209

A4.2.88.1. TITLE: Defense Joint Uniform Military Pay System -RF/ Defense Joint Uniform Military Pay System MP FRS Summary by FIN MEDIA:

A4.2.88.2. FREQUENCY: PURPOSE:

A4.2.88.3. DISTRIBUTION: RETENTION: USED BY:

A4.2.89. PCN: UH022-0210

A4.2.89.1. TITLE: Defense Joint Uniform Military Pay System -RF Individual Check Presort Control List MEDIA:

A4.2.89.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.90. PCN: UH022-0211



A4.2.90.1. TITLE: Defense Joint Uniform Military Pay System -RF Error Report FED RES PROC MEDIA:

A4.2.90.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.90.3. USED BY:

A4.2.91. PCN: UH022-0212

A4.2.91.1. TITLE: Defense Joint Uniform Military Pay System -RF FED RES Tape Bal Error/Extract Data MEDIA:

A4.2.91.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION: USED BY:

A4.2.92. PCN: UH022-0213

A4.2.92.1. TITLE: MEDIA: FREQUENCY: PURPOSE:

A4.2.92.2. DISTRIBUTION: RETENTION: USED BY:

A4.2.93. PCN: UH022-0250

A4.2.93.1. TITLE: Report of Non-Participating Members MEDIA: Electronic and paper

A4.2.93.2. FREQUENCY: Quarterly

A4.2.93.3. PURPOSE: The listing reports all members of the unit who have not had any performance reported in the past year. Units verify the members listed on the report are still active members of the unit, and take the appropriate action to correct members files or discharge/separate the member from the Defense Joint Uniform Military Pay System - RF/Joint Service System, Reserve Component system.

A4.2.93.4. DISTRIBUTION: One copy to each unit. RETENTION:

A4.2.93.5. USED BY: Army and Air Force

A4.2.94. PCN: UH022-257

A4.2.94.1. TITLE: ROTC/High Performance Incentive Program Monthly Status and Payment Report MEDIA: Sysout Archive and Retrieval System

A4.2.94.2. FREQUENCY: Monthly - Code 3

A4.2.94.3. PURPOSE: The report lists various types of payments made to ROTC, High Performance Incentive Program, and Specialized Training Assistance Program members. The report is in SSN sequence.

A4.2.94.4. DISTRIBUTION: Headquarter AFOATS and Detachments RETENTION: 1 month on Sysout Archive and Retrieval System

A4.2.94.5. USED BY: Headquarter AFOATS and Detachments

A4.2.95. PCN: UH022-0300

A4.2.95.1. TITLE: DJMS-RC Management Report Adjustments MEDIA: Sysout Archive and Retrieval System

A4.2.95.2. FREQUENCY: Daily

A4.2.95.3. PURPOSE: To provide DFAS-IN/FJFA a report of all accounting adjustment transactions. A4.2.95. DISTRIBUTION: DFAS-IN/FJFA

A4.2.95.4. RETENTION: As required USED BY: Air Force

A4.2.96. PCN: UH022-0301

A4.2.96.1. TITLE: DJMS-RC Management Report Adjustments Errors

A4.2.96.2. MEDIA: Sysout Archive and Retrieval System

A4.2.96.3. FREQUENCY: Daily

A4.2.96.4. PURPOSE: To provide DFAS-IN/FJFA a report of all rejected accounting adjustment transactions.

A4.2.96.5. DISTRIBUTION: DFAS-IN/FJFA

A4.2.96.6. RETENTION: As required USED BY: Air Force

A4.2.97. PCN: UH022-0302

A4.2.97.1. TITLE: Defense Joint Military Pay System-RF Management Report Transaction Errors MEDIA:

A4.2.97.2. FREQUENCY:

A4.2.97.3. PURPOSE: To list for DFAS-IN/FJA those transactions (W2/W3 and voucher record) input to AOFO3B that are in error.

A4.2.97.4. DISTRIBUTION: RETENTION: 30 days

A4.2.97.5. USED BY: Air Force

A4.2.98. PCN: UH022-0305

A4.2.98.1. TITLE: Selective Service Reimbursement Report MEDIA:

A4.2.98.2. FREQUENCY:

A4.2.98.3. PURPOSE: To provide USAF/RECA with reimbursement amounts for personnel costs of the Selective Service Reserve Officer's Program (training pay group A, project 721). Lists basic symbol, project/subproject, entitlement by grade, and active duty days within project/sub- project, and amounts by month and by quarter to date. The APC is converted to project/ subproject for reporting.

A4.2.98.4. DISTRIBUTION: RETENTION: 30 days

A4.2.98.5. USED BY: Air Force

A4.2.99. PCN: UH022-0306

A4.2.99.1. TITLE: Military Personnel Appropriation Man-Day Report MEDIA:

A4.2.99.2. FREQUENCY: Monthly

A4.2.99.3. PURPOSE: To provide Headquarter USAF with active duty days used and amounts paid from Military Personnel Appropriation funds for AFR, ANG, and combined AFR/ANG each month and Fiscal Year year-to-date. It uses the voucher record to extract 510/530 data (active duty open allotment funds). It also uses the individual check data record and voucher record to extract 510/530 data.

A4.2.99.4. DISTRIBUTION: RETENTION: 30 days USED BY: Headquarter USAF

A4.2.100. PCN: UH022-0308

A4.2.100.1. TITLE: Federal Emergency Management Agency Reimbursement (FEMA) Report MEDIA:

A4.2.100.2. FREQUENCY: Monthly

A4.2.100.3. PURPOSE: Provides information for reimbursement for training pay group D, project 723 for FEMA support. This report is sorted by basic symbol and PAS code. It contains monthly amounts by active duty days within grade and project/subproject. The monthly amounts are accumulated in quarter-to-date column. Totals are by project/subproject, which is derived from the accounting classification associated with the APC.

A4.2.100.4. DISTRIBUTION: RETENTION: 30 days

A4.2.100.5. USED BY: Air Force

A4.2.101. PCN: UH022-0309

A4.2.101.1. TITLE: ANG Financial Management Report MEDIA:

A4.2.101.2. FREQUENCY: Monthly

A4.2.101.3. PURPOSE: Provides NGB/ACB and Comptroller Support Center with Training Category Codes group totals. This report is displayed by Training Category Codes, with totals for project/subproject. Information shows active duty days, amount and average costs, within component of pay, within project/subproject, with breaks by Training Category Codes. The information is also displayed by fiscal year cumulative disbursements.

A4.2.101.4. DISTRIBUTION: RETENTION: 30 days

A4.2.101.5. USED BY: Air Force

A4.2.102. PCN: UH022-0310

A4.2.102.1. TITLE: ANG Current Update Man-Day Totals by MPF MEDIA:

A4.2.102.2. FREQUENCY:

A4.2.102.3. PURPOSE: To provide MPF current Man-Day totals by project and subproject. This is a list of current update disbursements showing the number of active duty days, amount and average cost within component of pay, within project/subproject, within MPF. Update totals for the month should agree with the ANG Financial Management Report, RCS: HAF-ANG Active Component B(M) 7426. The project/subproject is derived from the accounting classification associated with the APC.

A4.2.102.4. DISTRIBUTION: RETENTION: 30 days

A4.2.102.5. USED BY: Air Force

A4.2.103. PCN: UH022-0400

A4.2.103.1. TITLE: Defense Joint Military Pay System -RF Quarterly History MEDIA:

A4.2.103.2. FREQUENCY: Monthly

A4.2.103.3. PURPOSE: To provide DFAS-IN/FJ end-of-quarter status of all master records, all check data records generated and all transactions processed during the quarter (TD sequence).

A4.2.103.4. DISTRIBUTION: RETENTION: 30 days USED BY: DFAS-IN

A4.2.104. PCN: UH022-0405

A4.2.104.1. TITLE: Three-Month Microfiche History (Monthly) MEDIA: Microfiche

A4.2.104.2. FREQUENCY: Monthly

A4.2.104.3. PURPOSE: To provide a three-month history of all Master Records, all check data records generated and all transactions processed during the current month and the two previous months in MPF/SSN sequence.

A4.2.104.4. DISTRIBUTION: RETENTION: 30 days

A4.2.104.5. USED BY: Air Force and Units USES: Used for audit and information.

A4.2.105. PCN: UH022-0407

A4.2.105.1. TITLE: Defense Joint Military Pay System-RF AUTODIN Message Log MEDIA:

A4.2.105.2. FREQUENCY: Monthly

A4.2.105.3. PURPOSE: To provide DFAS-IN/FJ and the communications SQ a history of AUTODIN Text Header and Text Trailer information.

A4.2.105.4. DISTRIBUTION: RETENTION: 30 days

A4.2.105.5. USED BY: Air Force

A4.2.106. PCN: UH022-04

A4.2.106.1. TITLE: Defense Joint Military Pay System-RF AUTODIN Out MEDIA:

A4.2.106.2. FREQUENCY: Monthly

A4.2.106.3. PURPOSE: To provide DFAS-IN/FJ a list of AUTODIN data.  
DISTRIBUTION:

A4.2.106.4. RETENTION: 30 days USED BY: Air Force

A4.2.107. PCN: UH022-0504

A4.2.107.1. TITLE: Defense Joint Military Pay System-RF W-2 Issuance for Calendar Year MEDIA: Microfiche

A4.2.107.2. FREQUENCY: Annual

A4.2.107.3. PURPOSE: To furnish a microfiche file of members receiving W-2 forms from the Defense Joint Military Pay System -RF system.

A4.2.107.4. DISTRIBUTION: RETENTION: USED BY: Air Force

A4.2.107.5. USES: The MPF issues duplicate W-2s and answers tax inquiries from this product.

A4.2.108. PCN: UH022-0506

A4.2.108.1. TITLE: Military Personnel Information for Taxing Authority MEDIA: Paper and microfiche

A4.2.108.2. FREQUENCY: Annual

A4.2.108.3. PURPOSE: This annual report provides earnings information on members to state taxing authorities.

A4.2.108.4. DISTRIBUTION: RETENTION:

A4.2.108.5. USED BY: Air Force

A4.2.108.6. USES: The MPF issues duplicate W-2s and answers tax inquiries from this product.

A4.2.109. PCN: UH022-0508

A4.2.109.1. TITLE: Federal Insurance Contributions Act Extract List

A4.2.109.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.109.3. USED BY: Air Force

A4.2.110. PCN: UH022-0510

A4.2.110.1. TITLE: Bonus Pay and Termination Report

A4.2.110.2. MEDIA: FREQUENCY:

A4.2.110.3. PURPOSE: This report shows incentive bonus payments and terminations for Guard and Reserve components by bonus type, by AFSC for current, first prior, and second prior FYs. It also shows the projection for the next Fiscal Year payments. This report is generated using the Bonus Master.

A4.2.110.4. DISTRIBUTION: RETENTION:

A4.2.110.5. USED BY: Air Force

A4.2.111. PCN: UH022-0512

A4.2.111.1. TITLE: Defense Joint Military Pay System -RF Bonus Action Items MMPA Monthly

A4.2.111.2. MEDIA: FREQUENCY:

A4.2.111.3. PURPOSE: To provide DFAS-IN/FJ with report when debt amount input does not agree with computed debt amount.

A4.2.111.4. DISTRIBUTION: RETENTION:

A4.2.111.5. USED BY: DFAS-IN

A4.2.112. PCN: UH022-0515

A4.2.112.1. TITLE: ANG - Incentive Bonus Monthly Payment

A4.2.112.2. MEDIA:

A4.2.112.3. FREQUENCY: Monthly

A4.2.112.4. PURPOSE: Shows incentive payments made to Guard personnel. It is displayed by MPF, member name, SSN, bonus type, payment number and bonus amount. The total is by MPF.

A4.2.112.5. DISTRIBUTION: RETENTION:

A4.2.112.6. USED BY: Air Force

A4.2.113. PCN: UH022-0516

A4.2.113.1. TITLE: Defense Joint Military Pay System-RF W-2 Data MEDIA: FREQUENCY:

A4.2.113.2. PURPOSE: Provides a listing of FEDERAL INCOME TAX WITHHELD/Federal Insurance Contributions Act summary data for the reel cover letter forwarded to the Social Security Administration.

A4.2.113.3. DISTRIBUTION: RETENTION:

A4.2.113.4. USED BY: DFAS-IN

A4.2.114. PCN: UH022-0517

A4.2.114.1. TITLE: Defense Joint Military Pay System -RF W-4 List

A4.2.114.2. MEDIA: Paper FREQUENCY: Quarterly

A4.2.114.3. PURPOSE: This report produces a quarterly listing for forwarding to Internal Revenue Service with the tape.

A4.2.114.4. DISTRIBUTION: RETENTION:

A4.2.114.5. USED BY: DFAS-IN

A4.2.115. PCN: UH022-0520

A4.2.115.1. TITLE: Monthly Service members' Group Life Insurance Summary

A4.2.115.2. MEDIA:

A4.2.115.3. FREQUENCY: Monthly

A4.2.115.4. PURPOSE: DISTRIBUTION: RETENTION:

A4.2.115.5. USED BY: DFAS-IN

A4.2.116. PCN: UH022-0521

A4.2.116.1. TITLE: Monthly Service members' Group Life Insurance Listing

A4.2.116.2. MEDIA:

A4.2.116.3. FREQUENCY: Monthly PURPOSE: DISTRIBUTION: RETENTION:

A4.2.116.4. USED BY: DFAS-IN

A4.2.117. PCN: UH022-0530

A4.2.117.1. TITLE: Defense Joint Military Pay System Reserve Component Federal and State Tax Report MEDIA: Paper and Sysout Archive and Retrieval System

A4.2.117.2. FREQUENCY: Monthly

A4.2.117.3. PURPOSE: This report contains Federal and State tax information and consist of the following parts:

A4.2.117.3.1. Part I - Contains detailed Federal and State tax information for each member, first by state and then by SSN. It contains current month and YTD wages and deductions.

A4.2.117.3.2. Part II - Contains summary Federal and State tax information by state.

A4.2.117.3.3. Part III - Contains exceptions to Federal and State tax report - negative wages or deductions; members exceeding social security wage ceiling.

A4.2.118. PCN: UH022-0531

A4.2.118.1. TITLE: Defense Joint Military Pay System Reserve Component State Tape Listing for 19XX - Air Force - (Year/Month/Day) MEDIA: Sysout Archive and Retrieval System

A4.2.118.2. FREQUENCY: Annual

A4.2.118.3. PURPOSE: Create a listing at year end to assist Defense Finance and Accounting Services center accounting in the processing and mailing of state tax tapes to numerous state agencies.

A4.2.118.4. DISTRIBUTION: RETENTION: USED BY:

A4.2.119. PCN: UH022-0590

A4.2.119.1. TITLE: Incentive Bonus Discrepancy - No Match, Defense Joint Military Pay System -RF Master MEDIA:

A4.2.119.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.119.3. USED BY: DFAS-IN

A4.2.120. PCN: UH022-0591

A4.2.120.1. TITLE: Bonus Master File Control Record MEDIA:

A4.2.120.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.120.3. USED BY: DFAS-IN

A4.2.121. PCN: UH022-0592

A4.2.121.1. TITLE: Incentive Bonus - Request for Prior Payment History

A4.2.121.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.121.3. USED BY: DFAS-IN

A4.2.122. PCN: UH022-0593

A4.2.122.1. TITLE: Incentive Bonus Payment MEDIA:

A4.2.122.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.122.3. USED BY: DFAS-IN

A4.2.123. PCN: UH022-0600

A4.2.123.1. TITLE: Discrepancies between Permanent Duty Station/Defense Joint Military Pay System -RF MEDIA: FREQUENCY:

A4.2.123.2. PURPOSE: To provide DFAS-IN/FJ a listing of discrepancies between the Defense Joint Military Pay System -RF master and the common data submitted by Permanent Duty Station.

A4.2.123.3. DISTRIBUTION: RETENTION:

A4.2.123.4. USED BY: DFAS-IN

A4.2.124. PCN: UH022-0601

A4.2.124.1. TITLE: Discrepancies between Permanent Duty Station/Defense Joint Military Pay System -RF Bump MEDIA: FREQUENCY:

A4.2.124.2. PURPOSE: To provide DFAS-IN/FJ a listing of discrepancies between the Defense Joint Military Pay System-RF master and the common data submitted by Permanent Duty Station.

A4.2.124.3. DISTRIBUTION: RETENTION:

A4.2.124.4. USED BY: DFAS-IN

A4.2.125. PCN: UH022-0602

A4.2.125.1. TITLE: Salary Offset - Members in Loss Status/Unselected Members

A4.2.125.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.125.3. USED BY: DFAS-IN

A4.2.126. PCN: UH022-0610

A4.2.126.1. TITLE Defense Joint Military Pay System-RF Reconciliation

A4.2.126.2. MEDIA: FREQUENCY:

A4.2.126.3. PURPOSE: To provide units a list of members who were on Defense Joint Military Pay System and at the same time so the units can possibly reconcile the records.

A4.2.126.4. DISTRIBUTION: RETENTION:

A4.2.126.5. USED BY: Air Force

A4.2.127. PCN: UH022-0616

A4.2.127.1. TITLE: Program Totals for Permanent Duty Station Reconciliation

A4.2.127.2. MEDIA: FREQUENCY:



A4.2.127.3. PURPOSE: To provide DFAS-IN/FJ a list of the input/output counts for the match Defense Joint Military Pay System -RF/Permanent Duty Station data job step.

A4.2.127.4. DISTRIBUTION: RETENTION:

A4.2.127.5. USED BY: Air Force

A4.2.128. PCN: UH022-0630

A4.2.128.1. TITLE: Unmatched Permanent Duty Station Records

A4.2.128.2. MEDIA:

A4.2.128.3. FREQUENCY:

A4.2.128.4. PURPOSE: To provide unmatched Permanent Duty Station records to use in comparison against Defense Joint Military Pay System unmatched records.

A4.2.128.5. DISTRIBUTION: RETENTION:

A4.2.128.6. USED BY: Air Force

A4.2.129. PCN: UH022-0700

A4.2.129.1. TITLE: Combat Zone Tax/Wage Exemption Report

A4.2.129.2. MEDIA: Microfiche

A4.2.129.3. FREQUENCY: Monthly

A4.2.129.4. PURPOSE Provides monthly wage exemption and tax refund data.  
DISTRIBUTION: Defense Joint Military Pay System -RF Payroll Office

A4.2.129.5. RETENTION:

A4.2.129.6. USED BY: Air Force

A4.2.130. PCN: UH022-0730 TITLE: Defense Joint Military Pay System-RF AOFO7

A4.2.130.1. MEDIA:

A4.2.130.2. FREQUENCY:

A4.2.130.3. PURPOSE: To furnish a count of transaction-in, errors, transactions-out by transaction type.

A4.2.130.4. DISTRIBUTION: RETENTION:

A4.2.130.5. USED BY: Air Force

A4.2.131. PCN: UH022-0760

A4.2.131.1. TITLE: Defense Joint Military Pay System RF Voucher Summary Sheet

A4.2.131.2. MEDIA: FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.131.3. USED BY: Air Force

A4.2.132. PCN: UH022-0800

A4.2.132.1. TITLE: Defense Joint Military Pay System -RF Dual Compensation

A4.2.132.2. MEDIA:

A4.2.132.3. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.132.4. USED BY: Air Force

A4.2.133. PCN: UH022-0801

A4.2.133.1. TITLE: Defense Joint Military Pay System -RF Veterans Affairs - Dual Compensation

A4.2.133.2. MEDIA:

A4.2.133.3. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.133.4. USED BY: Air Force

A4.2.134. PCN: UH022-0888

A4.2.134.1. TITLE: Direct Deposit Participation Report MEDIA:

A4.2.134.2. FREQUENCY: PURPOSE: DISTRIBUTION: RETENTION:

A4.2.134.3. USED BY: Air Force

A4.2.135. PCN: UH022-0901

A4.2.135.1. TITLE: RCS 7101 Report

A4.2.135.2. HAF-RE(M) 7101 (Format 14) Air Force Reserve Command Financial Management Report

A4.2.135.3. HAF-RE(M) 7101 (Format 15) Air Force Reserve Command Financial Management Report MEDIA:

A4.2.135.4. FREQUENCY:

A4.2.135.5. PURPOSE: This report uses the project/subproject and two-position component of pay. The project/subproject is derived from the accounting classification derived from the APC. It is obtained from the APC on the voucher record. The component of pay is derived from the component of pay on the voucher record.

A4.2.135.5.1. Format 14 - Air Force Reserve Command Mobilization Assignees Cost Data: Reports current month disbursements and fiscal year cumulative disbursements by project and subproject, and component of pay.

A4.2.135.5.2. Format 15 - Air Force Reserve Financial Management Report: Reports current month disbursements and fiscal year cumulative disbursements and fiscal year cumulative disbursements by project and subproject, and component of pay for each MAJOR COMMAND. Totals are for project, subproject, and grand total.

A4.2.135.6. DISTRIBUTION: RETENTION:

A4.2.135.7. USED BY: Air Force

A4.2.136. PCN: UH022-0902

A4.2.136.1. TITLE: RCS 7102 Report

A4.2.136.2. HAF-RE(M) 7102 (Format 9) Air Force Reserve Command Financial Management Report

A4.2.136.3. HAF-RE(M) 7102 (Format 10) Air Force Reserve Command Financial Management Report

A4.2.136.4. HAF-RE(M) 7102 (Format 11) Air Force Reserve Command Financial Management Report

A4.2.136.5. HAF-RE(M) 7102 (Format 12) Air Force Reserve Command Financial Management Report

A4.2.136.6. HAF-RE(M) 7102 (Format 13) Air Force Reserve Command Financial Management Report

A4.2.136.7. HAF-RE(M) 7102 (Format 16) Air Force Reserve Command Financial Management Report

A4.2.136.8. HAF-RE(M) 7102 (Format 17) Air Force Reserve Command Financial 99 Management Report MEDIA:

A4.2.136.9. FREQUENCY:

A4.2.136.10. PURPOSE: This report uses the project/subproject, two-position component of pay, training category code, program element code, and active duty days. The project/subproject is derived from the accounting classification derived from the APC, which is obtained from the voucher record. The last two positions of the APC is the Training Category Codes. The Program Element Code comes from the voucher record. Active duty days are derived from the voucher record.

A4.2.136.11. HAF-RE(M) 7102 (Format 9) Air Force Reserve Command Financial Management Report: Displays current month disbursements and fiscal year cumulative disbursements. Lists project, subproject, and component of pay. Totals by subproject and project.

A4.2.136.12. HAF-RE(M) 7102 (Format 10) Air Force Reserve Command Financial Management Report: Reports current month disbursements and fiscal year cumulative disbursements by project and subproject, and component of pay for each Program Element Code.

A4.2.136.13. HAF-RE(M) 7102 (Format 11) Air Force Reserve Command Financial Management Report: Reports by training category code the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay. Totals by Training Category Codes.

A4.2.136.14. HAF-RE(M) 7102 (Format 12) Air Force Reserve Command Financial Management Report: Reports by training category code the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay. Totals by Training Category Codes.

A4.2.136.15. HAF-RE(M) 7102 (Format 13) Air Force Reserve Command Financial Management Report: Reports by training category code the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay. Totals by Training Category Codes.

A4.2.136.16. HAF-RE(M) 7102 (Format 16) Air Force Reserve Command Financial Management Report: Reports by MPF the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.136.17. HAF-RE(M) 7102 (Format 17) Air Force Reserve Command Financial Management Report: Reports by MPF, by Program Element Code, the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.136.18. DISTRIBUTION: RETENTION:

A4.2.136.19. USED BY: Air Force

A4.2.137. PCN: UH022-0903

A4.2.137.1. TITLE: RCS 7122 Report

A4.2.137.2. HAF-RE(M) 7122 ANG Paid Inactive Duty Training MEDIA:

A4.2.137.3. FREQUENCY:

A4.2.137.4. PURPOSE: This report uses MPF, duty type, grade (officer/enlisted), UTA s, Additional Flying Training Periods, and active duty days. All elements are derived from the voucher record. No project/subproject is listed.

A4.2.137.4.1. Part A lists the MPF, type duty (fly or non-fly), and officer and enlisted training breakdown by UTA s and Additional Flying Training Periods. Lists year and month of performance.

A4.2.137.4.2. Part B lists the MPF, by duty (fly or non-fly), and officer and enlisted training breakdown by initial tours and active duty days. Lists year and month of performance.

A4.2.137.5. DISTRIBUTION: RETENTION:

A4.2.137.6. USED BY: Air Force

A4.2.138. PCN: UH022-0904

A4.2.138.1. TITLE: RCS 7426 Report

A4.2.138.2. ANG-REP(M) 7426 (Format 1) ANG Financial Management Report

A4.2.138.3. ANG-REP(M) 7426 (Format 2) ANG Financial Management Report

A4.2.138.4. ANG-REP(M) 7426 (Format 3) ANG Financial Management Report

A4.2.138.5. ANG-REP(M) 7426 (Format 4) ANG Financial Management Report

A4.2.138.6. ANG-REP(M) 7426 (Format 5) ANG Financial Management Report

A4.2.138.7. ANG-REP(M) 7426 (Format 6) ANG Financial Management Report

A4.2.138.8. ANG-REP(M) 7426 (Format 7) ANG Financial Management Report

A4.2.138.9. ANG-REP(M) 7426 (Format 8) ANG Financial Management Report

A4.2.138.10. ANG-REP(M) 7426 (Format 18) ANG Financial Management Report MEDIA:

A4.2.138.11. FREQUENCY:

A4.2.138.12. PURPOSE: The report uses the project/subproject, two-position component of pay, training category code, program element code, personnel accounting symbol, and state code. The project/subproject is derived from the accounting classification attached to the APC, which is obtained from the voucher record. The component of pay is derived from the voucher record. The Program Element Code and PAS is obtained from the voucher record. The state code comes from the voucher record.

A4.2.138.13. ANG-REP(M) 7426 (Format 1) ANG Financial Management Report: Reports by MPF the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.138.14. ANG-REP(M) 7426 (Format 2) ANG Financial Management Report: Reports by Program Element Code the current month disbursements and fiscal year cumulative disbursements by project, sub- project, and component of pay.

A4.2.138.15. ANG-REP(M) 7426 (Format 3) ANG Financial Management Report: Reports by state the current month disbursements and fiscal year cumulative disbursements by project, sub- project, and component of pay.

A4.2.138.16. ANG-REP(M) 7426 (Format 4) ANG Financial Management Report Part I: Reports by MPF the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.138.17. ANG-REP(M) 7426 (Format 5) ANG Financial Management Report Part II: Reports by MPF, Program Element Code, the fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.138.18. ANG-REP(M) 7426 (Format 6) ANG Financial Management Report: Reports by Training Category Codes the current month disbursements and fiscal year cumulative disbursements by project, sub- project, and component of pay.

A4.2.138.19. ANG-REP(M) 7426 (Format 7) ANG Financial Management Report: Reports by Training Category Codes the current month disbursements and fiscal year cumulative disbursements by project, sub- project, and component of pay.

A4.2.138.20. ANG-REP(M) 7426 (Format 8) ANG Financial Management Report: Reports by Training Category Codes the current month disbursements and fiscal year cumulative disbursements by project, sub- project, and component of pay. Totals by Training Category Codes.

A4.2.138.21. ANG-REP(M) 7426 (Format 18) ANG Financial Management Report: Reports by Training Category Codes the current month disbursements and fiscal year cumulative disbursements by project, subproject, and component of pay.

A4.2.138.22. DISTRIBUTION: RETENTION:

A4.2.138.23. USED BY: Air Force

A4.2.139. PCN: UH022-2002

A4.2.139.1. TITLE: FELS Reject Report MEDIA: Electronic File transfer

A4.2.139.2. FREQUENCY: Downloaded daily through RMS for daily and coded runs.

A4.2.139.3. PURPOSE: Lists rejects from the Front End Loader Subsystem.

A4.2.139.4. DISTRIBUTION: RESERVE COMPONENT PAY SUPPORT OFFICE

A4.2.139.5. RETENTION: 6 years, 3 months in substantiating document file. USED BY: Army

A4.2.139.6. USES:

A4.2.139.7. Review and take action as required on listed transactions.

A4.2.139.8. Analyze types of errors and causes of rejects.

A4.2.139.9. Determine training requirements to preclude future rejects. NOTE: This report has been changed to PCN: UH022-0205.

A4.2.140. PCN: UH022-2010

A4.2.140.1. TITLE: Defense Joint Military Pay System -RF Monthly Status Report  
MEDIA: Paper.

A4.2.140.2. FREQUENCY: Monthly, after each final update

A4.2.140.3. PURPOSE: Provides strength figures, percentages of rejects and advisories and late pay statistics.

A4.2.140.4. DISTRIBUTION: RESERVE COMPONENT PAY SUPPORT OFFICE

A4.2.140.5. RETENTION: 6 months USED BY: Army

A4.2.140.6. USES: Provides statistics on types of rejects received during processing. Assists management in determining future training requirements.

A4.2.141. PCN: UH022-2022

A4.2.141.1. TITLE: Defense Joint Military Pay System -RF Funded Station TFO Voucher

A4.2.141.2. MEDIA: Electronic File transfer; FREQUENCY: After each paying update

A4.2.141.3. PURPOSE: Used to reconcile accounting download file with CSCFA 110 Report.

A4.2.141.4. DISTRIBUTION: RESERVE COMPONENT PAY SUPPORT OFFICE

A4.2.141.5. RETENTION: 6 months USED BY: Army

A4.2.142. PCN: UH022-2040

A4.2.142.1. TITLE: Late Pay Report MEDIA: Electronic File transfer

A4.2.142.2. FREQUENCY: Monthly, after each final (Code 3) update

A4.2.142.3. PURPOSE: Provides monthly statistics of transactions submitted which were considered late at the time of submission into Defense Joint Military Pay System -RF/JSS Reserve Component.

A4.2.142.4. DISTRIBUTION: RESERVE COMPONENT PAY SUPPORT OFFICE

A4.2.142.5. RETENTION: 6 months USED BY: Army USES:

A4.2.142.6. Provides statistics on timeliness of transactions submitted during monthly processing.

A4.2.142.7. Workload management tool.

A4.2.143. PCN: UH022-2405

A4.2.143.1. TITLE: Three-Month History MEDIA:

A4.2.143.2. Microfiche - RESERVE COMPONENT PAY SUPPORT OFFICE, USPFO Paper - Units

A4.2.143.3. FREQUENCY: Monthly, after each final update

A4.2.143.4. PURPOSE: Provides a three-month history for each member. Includes the MMPA, check data records, and processed transactions.

A4.2.143.5. DISTRIBUTION: RESERVE COMPONENT PAY SUPPORT OFFICE and Unit

A4.2.143.6. RETENTION: 6 years, 3 months

A4.2.143.7. USED BY: Army

## Attachment 5

## STATE TAXING AUTHORITIES, POSTAL SERVICE STATE ABBREVIATIONS, TAX RATES

**A5.1. Purpose.** This appendix contains Defense Joint Military Pay System Reserve Component State Taxing Authorities, the numeric code used in the Defense Joint Military Pay System Reserve Component system, U.S. Postal Service State abbreviations, and state income tax withholding rules.

**Table A5.1. Defense Joint Military Pay System Reserve Component State Numeric Codes and Postal Service Abbreviations**

State	Defense Joint Military Pay System-R C Code	Postal Abbrv	State Income Tax	Military Pay Taxed See State Tax website for current tax rules by states	Withholding See State Tax website for current tax rules by states	One-time Entitlement Tax Rate (see note 3) See State Tax website for current tax rules by states
ALABAMA	01	AL	YES			
ALASKA	02	AK	NO			
AMERICAN SAMOA	AS	AS	NO			
ARIZONA	04	AZ	YES			
ARKANSAS	05	AR	YES			
CALIFORNIA	06	CA	YES			
COLORADO	08	CO	YES			
CONNECTICUT	09	CT	YES			
DELAWARE	10	DE	YES			
DISTRICT OF COLUMBIA	11	DC	YES			
FLORIDA	12	FL	NO			
GEORGIA	13	GA	YES			
GUAM	14	GU	NO			
HAWAII	15	HI	YES			
IDAHO	16	ID	YES			
ILLINOIS	17	IL	YES			
INDIANA	18	IN	YES			
IOWA	19	IA	YES			
KANSAS	20	KS	YES			



KENTUCKY	21	KY	YES			
LOUISIANA	22	LA	YES			
MAINE	23	ME	YES			
MARYLAND	24	MD	YES			
MASSACHUSETTS	25	MA	YES			
MICHIGAN	26	MI	YES			
MINNESOTA	27	MN	YES			
MISSISSIPPI	28	MS	YES			
MISSOURI	29	MO	YES			
MONTANA	30	MT	YES			
NEBRASKA	31	NE	YES			
NEVADA	32	NV	NO			
NEW HAMPSHIRE	33	NH	NO			
NEW JERSEY	34	NJ	YES			
NEW MEXICO	35	NM	YES			
NEW YORK	36	NY	YES			
NORTH CAROLINA	37	NC	YES			
NORTH DAKOTA	38	ND	YES			
OHIO	39	OH	YES			
OKLAHOMA	40	OK	YES			
OREGON	41	OR	YES			
PANAMA CANAL ZONE		CZ				
PENNSYLVANIA	42	PA	YES			
PUERTO RICO	PR	RQ	YES			
RHODE ISLAND	44	RI	YES			
SAIPAN	CM	MP				
SOUTH CAROLINA	45	SC	YES			
SOUTH DAKOTA	46	SD	NO			
TENNESSEE	47	TN	NO			
TEXAS	48	TX	NO			
UTAH	49	UT	YES			
VERMONT	50	VT	YES			
VIRGINIA	51	VA	YES			
WASHINGTON	53	WA	NO			
WEST VIRGINIA	54	WV	YES			
WISCONSIN	55	WI	YES			
WYOMING	56	WY	NO			
NOT DESIGNATED (TEMPORARY)	(see note 6)	98	NO			

NOT LISTED/ FOREIGN		99	YES			
VIRGIN ISLANDS	VI	VI	YES			

**Note 1:** The military pay of a member who is not residing in his or her state of legal residence is not taxed. There are no deductions for state income tax withholding from the members pay.

**Note 2:** The military pay of a member from New York, New Jersey, Connecticut or who met conditions of the "Three-Prong Test" is not taxed. The member has to certify within 30 days of his or her PCS Orders arrival (New York or New Jersey only) to prevent deductions of State Income Tax Withheld from his or her pay. Member claiming Oregon need to complete the AF Form 2051-1, and member claiming Connecticut need to complete the CT-W4 one time, to prevent withholding of State Income Tax Withheld.

**Note 3:** If a member is not residing in his or her state of legal residence and no deduction is currently being made for SITW from the normal monthly pay, no SITW is deducted from one-time entitlements. This applies to members discussed in Notes 1 and 2.

**Note 4:** The commonwealth of Puerto Rico is technically not a state; however, a state code has been assigned and Puerto Rico Income Tax is to be withheld from members claiming Puerto Rico as their legal residence.

**Note 5:** West Virginia tax applies only to Guard and Reserve members pay.

**Note 6:** Do not use state code 98 in either a TIN A06, establish/update MMPA with tax information, or a TIN A26

**Table A5.2. APO and FPO Postal Abbreviations.**

APO and FPO Areas - Postal Abbreviations	
Country	Abbreviation
CANADA, EUROPE, AFRICA, AND MIDDLE EAST	AE
CENTRAL AND SOUTH AMERICA	AA
ALASKA AND PACIFIC AREA	AP

## Attachment 6

## AIR FORCE RESERVE AND AIR NATIONAL GUARD TRAINING CATEGORY CODES

Table A6.1. Air Force Reserve Training Category Codes.

Training Category Code	Pay Status	Tour Type	Training Category Codes Title
21	T	3	Exercises
22	T	3	Refresher and Proficiency Training
23	T	3	Career Development Training
24	U	2	Undergraduate Pilot Training (UPT)
25	U	2	Undergraduate Navigator School (UNT)
26	T	3	Officer Training School (OTS)
27	T	3	Recruiter Training
28	T	3	Unit Conversion Training
29	O	5	Exercises
30	O	5	Command/Staff Supervision
31	O	5	Operational Training - Mission Support
32	O	5	Operational Training - USAF (JCS) Support
33	O	5	Operational Training - Unit (ORI/UEI/UNIT TRAINING ASSEMBLY, etc.)
34	O	5	Management Support
35	O	5	Service Mission/Mission Support
36	O	5	Competitive Events
37	O	5	Recruiting/Retention
38	O	5	Unit Conversion Additional Support
39			Individual Ready Reserve Readiness Training
40			Individual Ready Reserve Career Enhancement
41			Individual Ready Reserve Health Professions, Initial Training
42		5	Headquarters AFRC Support
43			Individual Ready Reserve Health Professions, Refresher Training
44			Individual Ready Reserve Muster
88			Disciplinary Actions (Full Time AD)
90	T	3	Total Quality Initiative - School Tour
91	T	3	Non-Commissioned Officer Leadership Training
92	T	3	Reserved

93	T	3	Reserved
94	T	3	Reserved
95	O	3	Reserved
96	O	5	Drug Enforcement
97	O	5	Total Quality Initiative - Special Tour
98	O	5	Non-Commissioned Officer Leadership - Special Tour
99	O	5	Reserved

**Table A6.2. Air National Guard Training Category Codes**

Training Category Code	Pay Status	Tour Type	Training Category Codes Title
AA	M	1	All Competitive Events
BA	M	1	Air National Guard Assistance
BB	M	1	Other
CA	M	1	JCS
CB	M	1	Composite Force
CC	M	1	Overseas
CD	M	1	Flag Exercises
CE	M	1	All Other
DA	M	1	Senior Management - Sponsored Events and Investigation
DA	O	5	Senior Management - Sponsored Events and Investigation
DI	O	5	Drug Interdiction Continental United States
DJ	O	5	Drug Interdiction Outside the Continental United States
DK	M	1	Panama Counter-NARC
DK	O	5	Panama Counter-NARC
DL	O	5	Drug NORAD Support
DM	O	5	Drug Alerts Dets
DN	O	5	Drug Demand Reduction
DP	O	5	Drug Gulf States Initiative
DQ	O	5	Drug Interdiction - Reserved
DR	O	5	Drug Interdiction - Reserved
DS	O	5	Drug Interdiction - Reserved
EA	M	1	Readiness
EA	O	5	Readiness
EB	M	1	Rated Pipeline Management Quota Unit Funded
EB	O	5	Rated Pipeline Management Quota Unit Funded
EC	M	1	Non-Rated Pipeline Management Quota Unit Funded
EC	O	5	Non-Rated Pipeline Management Quota Unit Funded
ED	M	1	Air National Guard Airlift
ED	O	5	Air National Guard Airlift

EE	O	5	JA/ATT
EF	M	1	ALCE
EF	O	5	ALCE
EG	M	1	Other
EG	O	5	Other
FA	M	1	SAC Alert
FA	O	5	SAC Alter
FB	M	1	Tanker Task Force
FB	O	5	Tanker Task Force
FC	M	1	Volant Oak
FC	O	5	Volant Oak
FD	M	1	Air Defense Alert
FD	O	5	Air Defense Alert
FE	M	1	Coronet South
FE	O	5	Coronet South
FF	M	1	Drug Interdiction SouthCom
FF	O	5	Drug Interdiction SouthCom
FG	M	1	EI Ready Team
FG	O	5	EI Ready Team
FH	M	1	Airlift Active Support
FH	O	5	Airlift Active Support
FI	M	1	Joint Close Air Support
FI	O	5	Joint Close Air Support
FJ	M	1	ORI Support
FJ	O	5	ORI Support
FK	M	1	IG Support
FK	O	5	IG Support
FL	M	1	Com and TAC Control
FL	O	5	Com and TAC Control
FM	M	1	Other
FM	O	5	Other
GA	M	1	Fly Units - Maint/Ops/Spt Backfill-Full Time Spt Only
GA	O	5	Fly Units - Maint/Ops/Spt Backfill-Full Time Spt Only
GB	M	1	Fly Units - Outside Conversion Spt (Ops/Maint)

GB	O	5	Fly Units - Outside Conversion Spt (Ops/Maint)
GC	M	1	Fly Units - Aircraft Acceptance Teams
GC	O	5	Fly Units - Aircraft Acceptance Teams
GD	M	1	Fly Units - Other
GD	O	5	Fly Units - Other
GE	M	1	Ground Units - Main/Ops/Spt Backfill for Full Time
GE	O	5	Ground Units - Main/Ops/Spt Backfill for Full Time
GF	M	1	Ground Units - Outside Conversion Spt (Ops/Maint)
GF	O	5	Ground Units - Outside Conversion Spt (Ops/Maint)
GG	M	1	Ground Units - Other
GG	O	5	Ground Units - Other
HA			Crash/Fire Rescue
HB			Combat Control Team
HC			Air Weapons Controller
HD			Air Traffic Controller
HE			Other
IA	T	2 or 3	Career Development Training
IB	T	2 or 3	Initial Skill Acquisition
IC	T	2 or 3	Refresher/Proficiency
ID	T	2 or 3	Officer Candidate School or AMS
IE	T	2 or 3	Aircraft Conv/Robust/Activation (Initial Skill Only)
IF	T	2 or 3	Recruiter
IG	T	2 or 3	Guard Comm Equip Conv/Unit Act (Initial Skills Only)
IT			Unit Training Preparation Period Assembly
JA	T	2 or 3	Initial Skill Acquisition
JB	T	2 or 3	Refresher/Proficiency
JC	T	2 or 3	UPT/UNT/UHT
JD	T	2 or 3	Aircraft Conv/Robust/Activation (Initial Skills Only)
KA			Pay Category A
KB			Pay Category P
LA			Mission Ready 48/Fiscal Year
LB			Mission Ready 36/Fiscal Year
LC			Mission Ready (Ground) 12/Fiscal Year
LD			Mission Support (Ground) 12/Fiscal Year

MA	M	1	Reserved - Use only at NGB direction
MA	O	5	Reserved - Use only at NGB direction
MB	M	1	Reserved - Use only at NGB direction
MB	O	5	Reserved - Use only at NGB direction
MC	M	1	Reserved - Use only at NGB direction
MC	O	5	Reserved - Use only at NGB direction
MD	M	1	Reserved - Use only at NGB direction
MD	O	5	Reserved - Use only at NGB direction
ME	M	1	Reserved - Use only at NGB direction
ME	O	5	Reserved - Use only at NGB direction
MF	M	1	Reserved - Use only at NGB direction
MF	O	5	Reserved - Use only at NGB direction
NA	M	1	Program 11
NA	O	5	Program 11
NA	T	2 or 3	Program 11
NA	Z	7	Program 11
ZZ			Initial Recruits
92	O	5	NGB/Pentagon ACTIVE DUTY SPECIAL WORK Tour
92	Z	7	NGB/Pentagon ACTIVE DUTY SPECIAL WORK Tour
93	O	5	NGB/Andrews ACTIVE DUTY SPECIAL WORK Tour
93	Z	7	Air National Guard/Andrews ACTIVE DUTY SPECIAL WORK Tour
94	O	5	Program 11
94	Z	7	Other
96	O	5	PMEC ACTIVE DUTY SPECIAL WORK Tour



## Attachment 7

**MILITARY PERSONNEL APPROPRIATION (MPA) TRAINING CATEGORY CODES****Table A7.1. Military Personnel Appropriation (MPA) Training Category Codes.**

Following are MPA Appropriation (3500 funds) training category codes (Man-Day program) for Fiscal Year 93 when fund cite indicator is 1:

PA Training Category Codes	
Training Category Codes	Training Category Title
X7	Air Force Office Special Investigation
X9	Air Force Military Personnel Center
0B (numeric 0)	United States Air Force Academy
0D (numeric 0)	United States Air Forces - Europe
0I (numeric 0)	Air Reserve Personnel Center/DRMP
0J (numeric 0)	Air Education and Training Command
0K (numeric 0)	Air University
0M (numeric 0)	Air Force Reserve Command
0N (numeric 0)	Headquarters Air Force, Deputy Chief of Staff for Personnel, Military Policy Division
0R (numeric 0)	Pacific Air Forces
0U (numeric 0)	Air Force Intelligence Center
0V (numeric 0)	Air Force Special Operations Command
0Y (numeric 0)	Air Force Communications Command
1C	Air Combat Command
1I	Air Reserve Personnel Center-Chaplain
1L	Air Mobility Command
1M	Air Force Material Command
1Q	Air Force Technical Service Command
1S	Air Force Space Command
1W	Air Force Civil Engineering Support Agency
2I	Air Reserve Personnel Center-Judge Advocate
2U	Air Force Morale, Welfare, Recreation, Services Agency
3Q	United States Strategic Command
3C	United States Special Operations Command
4I	Air Force Surgeon General

## Attachment 8

### SYSOUT ARCHIVE AND RETRIEVAL SYSTEM

#### A8.1. General.

A8.1.1. The Sysout Archive and Retrieval System, which has been renamed Computer Associates View (CA View), is a mainframe reports delivery application. It allows for the on-line reading and display of printed reports without actually having the reports printed.

A8.1.2. If printing is necessary, hardcopy can be produced of either an entire report or portions of it, by either printing directly from the system “/View” off the mainframe or printing from a user’s PC after downloading the report file.

#### A8.2. Accessing Sysout Archive and Retrieval System “/View” on the Mainframe.

A8.2.1. Sign onto MIAP and then DJMS with the user’s normal DJMS identifier and password: User identifier ==> JCXXX00 press <tab> Password ==> XXXXXXXX press <enter>

A8.2.2. At the main menu screen, select Customer Information Control System J3 by tabbing down and keying “S” (no quotes) on the line next to the desired option, then press <enter>.

A8.2.3. When the screen displays the message “Sign on is complete”, type Sysout Archive and Retrieval System and press <enter>.

#### A8.3. Using Sysout Archive and Retrieval System “/View” for First Time.

A8.3.1. Your user identifier automatically is set up to default for the most commonly used report category based on your work area -- example: JFRVCH1 (for central site users).

A8.3.2. The available distribution identifiers and report categories are listed in Attachment 1 of the Sysout Archive and Retrieval System. Only use the distribution and report identifiers listed for Air Force.

#### A8.4. Using Sysout Archive and Retrieval System “/View” after Initial Sign-On.

A8.4.1. The values displayed on the main screen do not change from the last time Sysout Archive and Retrieval System “/View” was used.

A8.4.2. To change a distribution identifier in order to look at Defense Joint Military Pay System reports in other Sysout Archive and Retrieval System “/View” regions:

A8.4.2.1. At the COMMAND LINE ==> type in the word MODE and the desired Distribution identifier, such as JFRVCH1: **EXAMPLE:** COMMAND LINE ==> MODE JFRVCH1

A8.4.2.2. Then, press <enter>.

A8.4.2.3. From the COMMAND LINE ==>, tab to SCROLL. Change PAGE to CSR. This allows the user to move the keyboard cursor down into the report on the screen and press PF8 to move that line the cursor is on to the top of the screen. This also allows the user to work with lines as opposed to whole pages.

**A8.5. Viewing the Reports List in Sysout Archive and Retrieval System “/View”.**

A8.5.1. To view only the latest reports created (that is, the last daily, coded, monthly, quarterly, and yearly reports):

A8.5.1.1. Set the REPORT identifier ==> to (asterisk) “\*” (no quotes), which provides every report for that particular Distribution identifier. (A list of the reports available for each Distribution identifier is available in Attachment 1 within the Sysout Archive and Retrieval System.)

A8.5.1.2. The SELECTION BY DATE ==> field can be left blank unless a report for a specific date is required.

A8.5.1.3. At the present time, the only acceptable value for the SELECT BY ==> field is R.

A8.5.1.4. Once all fields are completed, press <enter>. Now, each time Sysout Archive and Retrieval System “/View” is accessed, these selections are made automatically, unless the defaults are intentionally changed.

A8.5.2. To view all the reports currently stored on Sysout Archive and Retrieval System “/View” on the mainframe, at the SELECTION BY COPY: PREVIOUS COPY NO. ==> field, type the word “ALL” (no quotes). This displays all the reports currently available in Sysout Archive and Retrieval System “/View”.

A8.5.3. To view a specific report, change the REPORT identifier ==> to the specific report name, i.e., FR0167\*. This allows Sysout Archive and Retrieval System “/View” to display the latest daily and coded UH022-167 report. If all the UH022-167 reports currently on-line are desired, make sure the SELECTION BY COPY says ALL.

**A8.6. Subsequent Access. Repeat the steps in sections B through E.**

**A8.7. Changing Sysout Archive and Retrieval System “/View” Defaults.** The default settings can be changed by following the instructions in section D2.

**A8.8. Report Viewing in Sysout Archive and Retrieval System “/View”.**

A8.8.1. When the list of reports is displayed, select the report to be viewed.

A8.8.1.1. Tab down to the line which displays the correct report number, name and date, type “S” (no quotes), and press <enter>. The selected report appears.

A8.8.1.2. To view the full width of the report, at the command line, press the PF10 key to move left in the report or the PF11 key to move right in the report. If the user wants to view the entire report on the screen, at the first warning screen for DynaComm Elite, type NMP5, instead of NMP, to get the main sign-in screen. This automatically sizes the maximum width of the page being viewed to the screen.

A8.8.1.3. It is also possible to move around inside the report by pressing the HOME key to return to the COMMAND LINE ==> and typing the word right or left (for the direction you wish to move), followed by the number of spaces desired.

A8.8.1.4. To move toward the top of the page, press <PF7>. Press <PF8> to move toward the bottom.

A8.8.1.5. Press <PF3> to exit the report.

A8.8.2. If a request to view a report generates a message (which appears in the upper right corner of the screen) reading “NO MOUNT AUTHORITY,” or if the desired report reads PTAP in the column under the heading LOC, the report has been archived, and needs to be retrieved before it can be viewed.

A8.8.2.1. Tab down to the desired report and type “L” (no quotes); press <enter>. This loads the report.

A8.8.2.2. Repeat for each report needed.

A8.8.2.3. To complete the job and load the reports to temporary storage on the mainframe: at the COMMAND LINE ==>, type SUB and press <enter>.

A8.8.2.4. When the JOB screen appears, press <enter>. The screen clears, except for a message stating “JOB SUBMITTED”. Press <enter> one more time to get back to the report list screen.

A8.8.2.5. After about 10 minutes, the report list shows this report as PTMP under the LOC heading. However, in order for the change to register on the Report List screen, it is necessary to press PF3 to exit the screen during the loading process. Either work on another report or do some- thing else for this short time.

A8.8.2.6. Once a report is loaded, it remains active only until the next mainframe system backup. These are run on an 8-hour window, beginning at 0600 hours daily; the next backup is run at 1400 hours. Whenever a backup is run, any reports which have been loaded return to their status prior to having been loaded, and need to be reloaded in order to be viewed. Be aware of the time when loading a report; if it is too near a scheduled backup, there might not be sufficient time to view the report before it is returned to storage.

A8.8.3. Search (Find) within a report on the Defense Joint Military Pay System mainframe: To save time when viewing all of a lengthy report in order to find a specific bit of information, use this feature to search for the desired section.

A8.8.3.1. At the COMMAND LINE ==>, type F (space) ‘(apostrophe) the section desired ‘(apostrophe). For example, to find only sections of the report which deal with Disbursing Station Symbol Number 3838, type F ‘Disbursing Station Symbol Number: 3838’. Or to find TD 75, type: F ‘TD: 75’. (Be sure that to type the item to be found exactly as it looks in the report.)

A8.8.3.2. When looking for just a number, type a space on both sides of the number sought: for example, f (space) 6051(space). The apostrophes are not required in this situation.

A8.8.3.3. To use this feature, the item requested in the ‘find’ request has to be in exactly the same format used in the report. In other words, when searching for a SSN, be sure to include dashes (111-22-3344) if the report uses dashes, but do not include them (111223344) if the report leaves them out.

A8.8.3.4. If, for some reason, a search needs to be repeated, using exactly the same request, press <PF5> to repeat it without having to re-key the request. (This assumes that no other request has been keyed in the interim.) The repeat shortcut can be used especially when searching through more than one report for the same information.

### **A8.9. Printing Reports Directly from the Main Frame (Sysout Archive and Retrieval System “/View”).**

A8.9.1. Reports can be printed directly from Sysout Archive and Retrieval System “/View” or by using Prevail/XP/CA View in conjunction with Sysout Archive and Retrieval System “/View”. In general, it is easier to print using Prevail/XP/CA View. Instructions for printing from the PC to the LAN printer are found in the Prevail/XP/CA View for the Personnel Computer section. The report can be printed in part or in total.

A8.9.2. To print an entire report to a mainframe systems printer (This function is normally utilized only by auditors within a section.) **Note:** Be certain the entire report really is needed - do not print entire reports when only sections are actually needed.

A8.9.2.1. At the Report Selection List screen, tab down to the desired report, type “P” (no quotes) to the left of the selected report, and press <enter>.

A8.9.2.2. The next screen shows the REPORT identifier selected along with its description. There is a box on the screen. If this is the first request for this function, it may be necessary to enter the following:

A8.9.2.2.1. CLASS ==> V

A8.9.2.2.2. DEST ==> VPS.XXXXXXXXXX

A8.9.2.2.3. The VPS is the VTAM address of the printer, such as J03CF617.

A8.9.2.2.4. Press <enter>.

A8.9.2.3. If the print request is successful, the report list screen appears. It takes between 10 and 30 minutes for a report to print directly from the mainframe to the systems printer attached to the mainframe.

A8.9.3. See section J, below, for printing parts of a report.

### **A8.10. Marking Selections Portions of a Report for Printing.**

A8.10.1. At the Report Selection List screen, tab down to the desired report and type “S” (no quotes), and press <enter>.

A8.10.2. Move to the beginning of the section to be downloaded or printed, using either <PF8> or the Search/Find feature described above in section H3. **Note:** To mark pages or lines (if the report is listed as consisting of one page), the SCROLL option in the upper right hand corner of the screen has to be set to CSR instead of PAGE.

A8.10.2.1. At the COMMAND LINE ==> type “MARK PAGE” or “MARK LINE” (no quotes); press <enter>.

A8.10.2.2. Move to the end of the section, again using either <PF8> or Search/Find. (Suggestion: When using the Search/Find feature, enter the information for the section following the one to be printed or downloaded. Example: to print TD: 15, enter that at the beginning, then enter TD: 16 to reach the end of the section for TD: 15.

A8.10.2.3. At the COMMAND LINE ==> type "MARK"; press <enter>.

A8.10.2.4. Press <PF3> to exit the report and return to the Report Selection List screen.

A8.10.3. As before, tab to the desired report and type "P" (no quotes); press <enter>.

A8.10.4. Proceed as in section I above to print directly to a mainframe printer, or following procedures below to download the file to a personal computer for use with the Prevail/XP/CA View software. **NOTE:** DFAS-IN Central Site users may sign off Sysout Archive and Retrieval System "/View" once the print command has been executed.

A8.10.5. To Print Using Prevail/XP/CA View, see the section on using Prevail/XP/CA View on a personal computer (section O).

### **A8.11. Using Sysout Archive and Retrieval System \View in Conjunction with Prevail/XP/CA View.**

A8.11.1. First go into Sysout Archive and Retrieval System "/View" on the mainframe and select the desired report as in sections D, E, and J above.

A8.11.2. To queue the report for downloading of a print file to a personal computer containing Prevail/XP/CA View software:

A8.11.2.1. At the Report Selection List screen, tab down to the desired report, type "P" (no quotes) to the left of the selected report, and press <enter>.

A8.11.2.2. The next screen shows the REPORT identifier selected along with its description. There is a box on the screen. If this is the first request for this function, it may be necessary to enter the following:

A8.11.2.2.1. CLASS ==> V

A8.11.2.2.2. DEST ==> PC.JCXXX00

A8.11.2.2.3. This is the user's Defense Joint Military Pay System user identifier. The "PC." tells Sysout Archive and Retrieval System /CA VIEW that this is a file to be downloaded to a personal computer. Press <enter>.

A8.11.2.3. After confirming that the CLASS and DEST data is correct, press <enter>.

A8.11.2.4. The next screen displays the report that has been selected with a statement: SYSOUT QUEUED for PC.

A8.11.3. Press <ALT> and <TAB> simultaneously to arrive at Program Manager, which appears as a box with various icons.

A8.11.4. Double click on the icon for CA View or LEGENT PREVAIL/XP PRINTS.

A8.11.5. Double click on CA View or PREVAIL/XP VIEW.

A8.11.6. Go to section L if this is the first time using Prevail/XP/CA View. Go to section M to continue with the procedures to download a Sysout Archive and Retrieval System “/View” report file to a personal computer.

### **A8.12. First Time Use of Prevail/XP or CA View on a Personal Computer.**

A8.12.1. First-time use of Prevail/XP (see below for first time use of CA View).

A8.12.1.1. Click once on Options, which then displays two options: SELECT DEFAULT FONT and SELECT PRINTER FONT

A8.12.1.2. Click once on DEFAULT FONT. A box appears which gives point sizes and character sets (the larger the size, the easier the report is to read on the screen.) A suggested size is 15pt ANSI. Select the desired size; when finished, click on “OK” to close this window box.

A8.12.1.3. Now, return to Options and click once on PRINTER FONT to set the default font for all printing jobs. Again, a window box appears with various font styles, sizes, and other options. Suggested choices here are Courier New, 8 pt, Bold. This allows very wide reports to be printed on standard 8-1/2 by 11 inch paper. Click on “OK” to close this window

A8.12.1.4. Click on the File option. When the drop-down window appears, click once on Print Setup. Click on “Landscape” or wide reports do not print correctly. **CAUTION:** When Prevail/XP is exited, the software defaults back to “Portrait” for Print Setup. Be sure to check this setup before printing each time.

A8.12.1.5. Click on REMOTE and CONFIGURE CONNECTION. Click on HLLAPI. In the next WINDOW, in the box named HLLAPI TYPE, select IRMA for Windows. In the box named SESSION identifier, type an asterisk (\*). In the box named HLLAPI DLL FILENAME, select MMXTX.DLL. Then, click on OK.

A8.12.1.6. Click on REMOTE, CONFIGURE CONNECTION, and TIMEOUT. Change the default of 30 seconds to 120 seconds. The SEND KEY should be ENTER. A8.12.2. First time use of CA View software:

A8.12.2. Click on Options and Report Default Font. A box appears which gives point sizes and character sets (the larger the size, the easier the report is to read on the screen.) A suggested size is 15 pt ANSI. Select the desired size; when finished, click on “OK” to close this window box.

A8.12.2.1. Set the default print font by clicking on a report to be printed. Click on the printer ICON. In the printer dialog box, click on the button named FONT. Select Courier New and 8 point to get the maximum printing capability out of the printer serving the LAN.

A8.12.2.2. Follow the procedures in section L1e and L1f to configure the connection.

### **A8.13. Downloading Queued Files from Sysout Archive and Retrieval System “/View” to Prevail/XP/CA View on the Personal Computer.**

A8.13.1. Click once on “CONNECT” to connect to the mainframe Sysout Archive and Retrieval System “/View” session. The same screen being displayed in DynaComm Elite should also be displayed on this screen.

A8.13.2. Minimize this screen by clicking on the downsizing button located in the upper right hand corner of screen. Two screens should now be visible: one still shows the EMULATION screen (in front); the other shows the REPORT LIST screen (behind).

A8.13.3. Click once on the REPORT LIST screen to bring it to the foreground.

A8.13.4. Click once on "DOWNLOAD". If this is the first download request of the day, a message appears: Calibrating with Mainframe...". If the calibration is successful, a message appears to that effect. Do NOT click on "CANCEL CALIBRATION" unless the entire download is to be canceled.

A8.13.5. Once calibration is successfully completed, a window called "DOWNLOAD STATUS" appears. It displays RECORDS with a number, indicating how many records are being downloaded to the PC. The system continues to download until all the files selected have been processed. If a time-out error occurs, try again. Sometimes, when there is a great deal of activity on the mainframe, a job gets canceled. The reports then remain waiting on the mainframe until they can be successfully downloaded.

A8.13.6. When the requested report has been successfully downloaded, the PREVAIL/XP REPORTS LIST window appears, with the most-recently downloaded report highlighted. To view the report, double click on the highlighted report. WARNING: If no other reports are downloaded at this time, click once on the EMULATION screen in Prevail/XP/CA View to bring it to the foreground. Double click on the MINUS SIGN in the upper left corner of the EMULATION screen to close this screen. Follow the instructions in section R to close or sign off Defense Joint Military Pay System.

#### **A8.14. Viewing Reports in Prevail/XP or CA View.**

A8.14.1. Prevail/XP and CA View work just like any other Windows product. It uses the slide bars to the right or bottom of the windows to move up and down or left and right.

A8.14.2. At the main REPORT LIST window, double click on the report to be viewed. A new window appears displaying the report at the preset view option selected in section L1.

A8.14.3. The size of the display print on the screen can be enlarged by clicking on the large letter "A" at the top of the screen, or can be reduced by clicking on the small letter "A". This only adjusts the print as seen on the screen; it does NOT have any effect on the size of the print of any hardcopy produced.

A8.14.4. Moving around within the report:

A8.14.4.1. To move around within the report, place the cursor on the up or down arrow at the right of the screen; click and hold until the desired section is reached. Use the arrows on the keyboard to move left or right.

A8.14.4.2. If a specific SSN, Disbursing Station Symbol Number, or Terminal Digit is desired, it can readily be located by scanning through the report using the FIND option.

A8.14.5. To find a specific item in a report:

A8.14.5.1. Click on "FIND" to get selection window.



A8.14.5.2. Key in the desired SSN, etc., then press <enter>. The system searches for the requested information and display it on the screen. If the SSN, etc., is not found, a message appears to that effect, giving the user an option to repeat the search or request new information.

**A8.15. Printing Reports from Prevail/XP or CA View to a LAN Printer.** The user may print the entire report or may print only specific pages of the report.

A8.15.1. To print the entire report, highlight the report to be printed in the Report List window. Click on FILE and PRINT, or the PRINTER button located at the top of the Report List window.

A8.15.1.1. At the next window, click on the SETUP button to confirm that the printer is set for LANDSCAPE printing. Click on OK.

A8.15.1.2. Make any final selections, such as the number of copies to be printed.

A8.15.1.3. Click on OK. The file should print to the default LAN printer as set up on the personal computer.

A8.15.2. To print a report while viewing the report:

A8.15.2.1. If a single page is desired, click once on the page to be printed.

A8.15.2.2. Click on FILE and PRINT, or the PRINTER button located at the top of the window.

A8.15.2.3. Follow the steps described above in section O1a through c.

A8.15.3. If multiple pages are desired, either click once at the beginning of the first page and click once more at the end of the last page to be printed, or indicate the page numbers on the next screen. Then follow the steps described above in section O1.

**A8.16. Closing Reports, Viewing New Reports in Prevail/XP/CA View.** When finished with a report, click on “FILE”, then on “CLOSE” to return to the Reports List screen. To view a new report, double click on that line and continue as before.

**A8.17. Closing/Exiting Prevail/XP/CA View.** If no other reports are needed at this time, click on “FILE”, then on “EXIT” to return to the LEGENT PREVAIL/XP window.

**A8.18. Closing/Signing Off MIAP/Defense Joint Military Pay System.** When the LEGENT PREVAIL/XP/CA View window is closed, the open MIAP window appears. If the user is still signed onto Sysout Archive and Retrieval System “/View”, the user should sign off at this time if there is no other work to be performed in Sysout Archive and Retrieval System.

A8.18.1. If finished with Sysout Archive and Retrieval System “/View”, exit by pressing <PF3>.

A8.18.2. At the SIGNOFF IS COMPLETE screen, the user can either type in another OTRAN, such as PRAA, or exit the mainframe session by typing “CSSF LOGOFF” (no quotes).

A8.18.3. Press <enter>.

**A8.19. Annotating/Bookmarking Reports in Prevail/XP/CA View.** By using the “Annotation” feature while in PREVAIL/XP/CA View, the user may leave a permanent annotation and any remarks as part of the report file. Possible annotations include write-ups, notes on actions taken, etc. The “Bookmark” feature can be used to mark a place in the report just as a bookmark would mark a place in a book. It is necessary to be in the report in order to use either feature.

A8.19.1. Annotating.

A8.19.1.1. Select the page to be annotated. Move the cursor to the line to be annotated, click once. A small box should appear.

A8.19.1.2. Click on Options.

A8.19.1.3. Click on Annotations.

A8.19.1.4. In the annotation name box, enter a unique name for this note. If using a name which has been used before, the old annotation is replaced with the new one. (Suggestions: use the date as part of the name and either the user’s name, initials, or User identifier.) The name should be unique enough that it won’t be overwritten later.

A8.19.1.5. Enter any text in the text box that is to be saved as part of this annotation.

A8.19.1.6. Click on “SAVE” when finished. Then click on “CLOSE”. A mark resembling a paperclip now appears in the report (on screen) at the point of the annotation.

A8.19.1.7. To read the annotation at a later date, double click on the paperclip. It is then possible to change the wording and save the new annotation as before. At this time, it is also possible to delete the paperclip (and the annotation along with it.) When the file is closed, the annotation remains in place, unless the paperclip is deleted.

A8.19.2. Bookmarking.

A8.19.2.1. To mark a place in a report being viewed, place the cursor on the place to be marked, using the mouse; click once. A small black rectangle should appear.

A8.19.2.2. Click once on “BOOKMARK”; a small box appears.

A8.19.2.3. In the small box, enter a unique name, such as initials and the date. If a previously used name is entered here, it overwrites the previous bookmark. Click on “CLOSE” to save.

A8.19.2.4. A red arrow now appears in the left margin whenever the report is viewed. To read the bookmark, double click on the red arrow. The bookmark can now either be deleted by clicking on “DELETE” or can be left in place by clicking on “CLOSE”.

**A8.20. Saving/Exporting/Importing Files.**

A8.20.1. Saving the file.

A8.20.1.1. The user may save the file in various ways. If the file is simply closed by selecting “FILE” from the menu bar and clicking on “EXIT”, the report file remains on the hard drive on the PC.

A8.20.1.2. Exporting the file (saving the file to hard drive or CD)

A8.20.1.2.1. Highlight the report to be saved.

A8.20.1.2.2. Click on File on the menu bar.

A8.20.1.2.3. Click on Export; a box appears on screen.

A8.20.1.2.4. In the box, type a specific, unique name for the file, with a three character extension: **NOTE:** If the file is used in other software applications, it should be saved as a TEXT file with “.TXT” (no quotes) as the extension. If the file is being saved to later be used in Prevail/XP/CA View, save the file as a FORMATTED file with a file extension of Sysout Archive and Retrieval System (Sysout Archive and Retrieval System).

A8.20.1.2.4.1. To save a file which is used in Excel, save it to your designated storage device (hard drive, shared drive, or CD).

A8.20.1.2.4.2. If the file is only to be used later in PREVAIL/XP (Sysout Archive and Retrieval System), it should be saved as FORMATTED with “.Sysout Archive and Retrieval System” (no quotes) as an extension.

A8.20.1.2.4.3. For an example of exporting/importing files as used by the DFAS-IN/ FJFAB section, see section U.

A8.20.1.2.5. Click on “OK”.

A8.20.2. If the file is saved as a TEXT file, it does not look the same as if the file is saved as a Sysout Archive and Retrieval System file. It is suggested that if the report files are reloaded to PREVAIL/XP/CA View, the file should be saved as a Sysout Archive and Retrieval System file.

A8.20.3. Working with a file from a stored location (CD, hard drive).

A8.20.3.1. If the user is always working from a saved file, the Reports List directory should be set to read the drive which contains the saved report.

### **A8.21. Example of Exporting, Importing, and Working with a Text File (as used by the Analysis Section DFAS-IN/FJFAB).**

A8.21.1. Go to EXCEL.

A8.21.2. Select the appropriate file by double clicking the file.

A8.21.3. Save the file as an Excel.xls file (Excel Workbook.) To prevent the possible loss of major portions of work in the event of a system problem, it is best to SAVE THE FILE EVERY 3-5 MIN-UTES.

A8.21.4. Click on the gray box above row number 1 to highlight the entire worksheet, then move the cursor to the black line after column A. When the cursor symbol becomes a black cross with arrows on the cross arm, double click to auto size all columns across the worksheet.

A8.21.5. Highlight column A, select Insert, select column, and press <enter>.

A8.21.6. Scroll, using <PF8>, to view columns throughout the report. Delete any columns, which do not contain any desired information.

A8.21.7. For each line of the report which actually contains needed data, find some common denominator, such as the MPF number. On each line, enter this information into column A, so there is sort criteria which groups all of MPF A1, all of MPF S8.

A8.21.8. Click on the Blank Box above Row 1, then select DATA, SORT, column A, then SORT, column B, etc. to arrange the data in desired order.

A8.21.9. Delete any lines which do not contain desired data.

A8.21.10. There are three separate files in Access which have to be populated (filled in) with data. Set up 3 files in Excel to be exported into Access in order to accomplish this. Name each file appropriately.

A8.21.11. Highlight MPF's A2 through M9, click on COPY, then PASTE to a new file named 97mmguar.xls to create a list for ANG.

A8.21.12. Highlight MPF 96, COPY and PASTE to a new file named 96MMM97.xls to create a list for Air Reserve Personnel Center.

A8.21.13. COPY and PASTE the remaining MPF's to a new file named mmres.xls to create the AFR worksheet.

A8.21.14. Click on FILE, then SAVE AS 159MM.XLS, which is an Excel workbook. EXIT Excel.

A8.21.15. Open Access, click on OPEN, Double click on 1998HIST to open the file. Then, using the TABLE mode, COPY and PASTE the previous month's table STRUCTURE ONLY to establish a blank table for MPF 96, for both AFR and ANG. Close out of ACCESS.

A8.21.16. Determine the month for which data is imported from Excel to Access, then click on FILE, then on IMPORT, select Microsoft Excel 5.0, click on OK, then on IMPORT.

A8.21.17. When the "Import Spreadsheet Options" screen appears, select "Append to Existing Table," making sure the table is the new month desired. Click on OK, then on CLOSE. When the message advising that the import is finished appears, note the number of records imported and the number of errors found (errors should be zero.) Close out of the message screen and the "Import Spreadsheet Options" screen.

A8.21.18. Double click on the freshly imported report. To verify that no records were lost in the import, go to the last line of data, put the cursor in the blank box next to the line, and hold down the left mouse key. At the bottom left of the screen, note the number of records. This number should match the number of records imported in the previous step.

A8.21.19. This procedure can be adapted to individual needs; the basic steps are the same.

## Attachment 9

## AIR FORCE SUPPORTING DOCUMENTS AND REFERENCES

Table A9.1. Air Force Supporting Documents and References.

Form Number	Form Title	Action	Associated TINs and References
AF Form 40	Authorization for Inactive Duty for Training (LRA)		<b>Chapter 8</b> , Inactive Duty
AF Form 40a	Record of Individual Inactive Duty Training		<b>Chapter 8</b> , Inactive Duty
AF Form 220	Request, Authorization, and Pay Order-Basic Allowance For Subsistence (BAS)	Destroy after 10 years	<b>Chapter 12</b> , Basic Allowance for Subsistence; <b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay
AF Form 265	AFO Payment Authorization (JUMPS)		<b>Chapter 7</b> , Direct Deposit, Returned Funds and LESs
AF Form 348	Line of Determination		<b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay
AF Form 348R	Line of Duty Determination for Restricted Report of Sexual Assault		<b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay
AF Form 417	Certification for Payment Under Do-It-Yourself Move Certification		<b>Chapter 44</b> , Waivers and Remissions
AF Form 469	Duty Limiting Condition Report		<b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay
AF Form 594	Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination	Retain original until action is processed, then attach to certified input listing. Destroy after 10 years	<b>Chapter 13</b> , Basic Allowance for Housing (BAH)

AF Form 938	Request and Authorization for Active Duty Training/ Active Duty Tour (AF 11 Privacy Act Statement Serves) (LRA)		<b>Chapter 9</b> , Active Duty Period; <b>Chapter 13</b> , Basic Allowance for Housing; <b>Chapter 18</b> , Aviation Incentive Payments; <b>Chapter 21</b> , Hardship Duty Pay, Hostile Fire Pay, Imminent Danger Pay, and Foreign Language Proficiency Pay; <b>Chapter 23</b> , Partial and Advance Payments
AF Form 985	Report of Travel Time/ Leave	Retain copy until the TIN C11 is submitted, then attach to the AF Form 1934 and certified input listing.	<b>Chapter 12</b> , Basic Allowance for Subsistence; <b>Chapter 29</b> , Leave Policy, Accounting, and Payment
AF Form 988	Leave Request/ Authorization	Same as AF Form 985.	<b>Chapter 26</b> , Payments for Deceased or Missing Members; <b>Chapter 29</b> , Leave Policy, Accounting, and Payment; <b>Chapter 51</b> , DTS Management Information System Reports
AF Form 1039	Request to Receive and/or Extend Repayment of an Advance Housing Allowance		<b>Chapter 42</b> , Overseas Housing Allowance
AF Form 1089	Leave Settlement Option		<b>Chapter 29</b> , Leave Policy, Accounting, and Payment
AF Form 1288	Application for Ready Reserve Assignment		<b>Chapter 35</b> , Waiver of Compensation or Benefits
AF Form 1373	MPO Document Control Log - Transmittal		<b>Chapter 5</b> , Rejects, Recycles and Management Notices; <b>Chapter 22</b> , Bonuses

AF Form 1411	Extension or Cancellation of Extension		<b>Chapter 9</b> , Active Duty Period
AF Form 1486	Unit Leave Control Log (LRA)	Destroy 1 year after accountable fiscal year.	<b>Chapter 29</b> , Leave Policy, Accounting, and Payment
AF Form 1613	Statement of Service		<b>Chapter 44</b> , Waivers and Remissions
AF Form 1745	Address Change Form		<b>Chapter 2</b> , Establish and Maintain a DJMS-RC Mater Military Pay Account; <b>Chapter 5</b> , Rejects, Recycles and Management Notices; <b>Chapter 46</b> , Separations and Retirements Procedures
AF Form 1881	Hostile Fire Pay Certification and MPO		<b>Chapter 5</b> , Rejects, Recycles and Management Notices; <b>Chapter 21</b> , Hardship Duty Pay, Hostile Fire Pay, Imminent Danger Pay, and Foreign Language Proficiency Pay; <b>Chapter 28</b> , Mobilization
AF Form 1887	Aeronautical Orders Aviation Service		<b>Chapter 18</b> , Aviation Incentive Payments
AF Form 1934	Leave Record – Air Reserve Forces	Retain original until C11 is submitted then retire in DJMS-RC supporting documents file. May be maintained with Leave Document Control Log.	<b>Chapter 24</b> , Payments by DJMS-AC; <b>Chapter 26</b> , Payments for Deceased or Missing Members; <b>Chapter 29</b> , Leave Policy, Accounting, and Payment; <b>Chapter 30</b> , Withholding of Income Tax
AF Form 1962	Election of Reserve Pay and Allowances or Benefits From	Retain copy of first form submitted to establish the declaration, all	<b>Chapter 2</b> , Establish and Maintain a DJMS-RC Mater Military Pay Account; <b>Chapter 35</b> ,

	Prior Military Service	changes, and all supplementals.	Waiver of Compensation or Benefits
AF Form 1969	Officer Uniform Allowance Certification	Destroy copy when superseded by new certification.	<b>Chapter 14</b> , Clothing and Uniform Allowances
AF Form 1971	Certification for Incapacitation Pay Medical Certificate	Destroy after 10 years.	<b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay; <b>Chapter 34</b> , Special Programs
AF Form 2070	Joint Uniform Military Pay System Pay Record Accessibility Record		<b>Chapter 38</b> , Pay Record Accessibility
AF Form 2096	Classification/On-the-Job Training Action	Destroy after 30 days.	<b>Chapter 20</b> , Special Duty Assignment Pay and Diving Pay; <b>Chapter 21</b> , Hardship Duty Pay, Hostile Fire Pay, Imminent Danger Pay, and Foreign Language Proficiency Pay; <b>Chapter 26</b> , Payments for Deceased or Missing Members
AF Form 2098	Duty Status Change	Destroy when no longer needed (maintenance at preparing unit is not required).	<b>Chapter 36</b> , Court-Martial Sentences and Non-Judicial Punishment; <b>Chapter 37</b> , Confinement and Non-Pay Status Changes
AF Form 2451	Financial Statement – Remission of Indebtedness		<b>Chapter 32</b> , Accounts Receivable - Debt Accounts; <b>Chapter 44</b> , Waivers and Remissions
AF Form 3132	Authorization Control Log		<b>Chapter 41</b> , Financial Management Compliance



**Table A9.2. DoD Supporting Documents and References.**

Form Number	Form Title	Action	Associated TINs and References
AFRC Form 103	Application for Incentive Participation	Destroy when no longer needed or 1 year after final action, whichever is later.	<b>Chapter 22</b> , Bonuses
AFRC Form 918	Report of Inactive Duty Training Performance - AGTP/AFDP (USAFR)	Destroy after 10 years.	<b>Chapter 8</b> , Inactive Duty Training; <b>Chapter 25</b> , Incapacitation Pay and Disability Severance Pay
DD Form 93	Record of Emergency Data		<b>Chapter 26</b> , Payments for Deceased or Missing members
DD Form 114	Military Pay Order (MPO)	Retire after 12 months to Denver FRC where they are destroyed after a total of 10 years.	<b>Attachment 2</b>
DD Form 115	Military Payroll Money List (used for Joint Uniform Military Pay System only)	Retire after 12 months to Denver FRC where they are destroyed after a total of 10 years.	<b>Chapter 44</b> , Waivers and Remissions
DD Form 117	Military Pay Voucher	Retire after 12 months to Denver FRC where they are destroyed after a total of 10 years.	<b>Chapter 23</b> , Partial and Advance Payment Procedures; <b>Chapter 41</b> , Financial Management Compliance
DD Form 137	Application for Basic Allowance for Quarters for members With Dependents	Destroy copy when superseded by a new application.	<b>Chapter 13</b> , Basic Allowance for Housing (BAH)
DD Form 139	Pay Adjustment Authorization	Destroy 10 years after years date of separation from service.	<b>Chapter 10</b> , Non-Prior Service Basic Training; <b>Chapter 12</b> , Basic Allowance for Subsistence; <b>Chapter 13</b> , Basic Allowance for Housing (BAH); <b>Chapter 14</b> , Clothing

			and Uniform Allowances; <b>Chapter 31</b> , Life Insurance; <b>Chapter 32</b> , Accounts Receivable-Debt Accounts; <b>Chapter 33</b> , Claims; <b>Chapter 41</b> , Financial Management Compliance
DD Form 149	Application for Correction of Military Record Under the Provision of Title 10, U.S. Code, Section 1552	Destroy 10 years after member's separation.	<b>Chapter 2</b> , Establish and Maintain a DJMS-RC Mater Military Pay Account
DD Form 200 <b>Note:</b> AF Form 198 was replaced by DD Form 200.	Financial Liability, Investigation of Property Loss	Destroy 10 years after final action by the appointing or approving authority.	<b>Chapter 32</b> , Accounts Receivable - Debt Accounts; <b>Chapter 44</b> , Waivers and Remissions
DD Form 214	Certificate of Release or Discharge From Active Duty		<b>Chapter 2</b> , Establish and Maintain a DJMS-RC Mater Military Pay Account; <b>Chapter 24</b> , Payments by DJMS-AC
DD Form 261	Report of Investigation, Line of Duty, and Misconduct Status (LRA)	Original - manage according to AFR 35-44 and retire to NPRC after Headquarter AFMPC and Headquarter Air Reserve Personnel Center complete all personnel actions. Copies - destroy 1 year after reconciliation with CBPO/ DPMQA.	<b>Chapter 25</b> , Incapacitation (INCAP) Pay and Disability Severance Pay
DD Form 362	Statement of Charges for Government Property Lost, Damaged, or Destroyed (LRA)	Destroy 10 years after final action by the appointing or approving authority.	<b>Chapter 32</b> , Accounts Receivable - Debt Accounts

DD Form 397	Claim Certification and Voucher for Death Gratuity Payment (AF 583 Privacy Act Statement Serves)(LRA)	Destroy 10 years after date of final action.	<b>Chapter 26</b> , Payments for Deceased or Missing members
DD Form 577	Signature Card	Destroy after 10 years.	<b>Chapter 1</b> , General Information; <b>Chapter 18</b> , Aviation Incentive Payments
DD Form 1300	Report of Casualty	Destroy after 10 years.	<b>Chapter 26</b> , Payments for Deceased or Missing members
DD Form 1351-2	Travel Voucher or Sub voucher	Same as DD Form 1351.	<b>Chapter 21</b> , Hardship Duty Pay, Hostile Fire Pay, Imminent Danger Pay, and Foreign Language Proficiency Pay; <b>Chapter 26</b> , Payments for Deceased or Missing members; <b>Chapter 29</b> , Leave Policy, Accounting, and Payment; <b>Chapter 34</b> , Special Programs, <b>Chapter 44</b> , Waivers and Remissions
DD Form 1351-5	Government Quarters and Mess (Accountable Form)	Same as DD Form 1351.	<b>Chapter 12</b> , Basic Allowance for Subsistence
DD Form 1475	Basic Allowance for Subsistence - Certification	Destroy after 10 years.	<b>Chapter 12</b> , Basic Allowance for Subsistence
DD Form 1561	Statement to Substantiate Payment of Family Separation Allowance		<b>Chapter 5</b> , Rejects, Recycles and Management Notices; <b>Chapter 16</b> , Family Separation Allowance; <b>Chapter 28</b> Mobilization; <b>Chapter 44</b> , Waivers and

			Remissions; <b>Chapter 51</b> , DTS Management Information Systems Reports
DD Form 1610	Request and Authorization for Temporary Duty Status Travel of DoD Personnel (AF Form 11)		<b>Chapter 21</b> , Hardship Duty Pay, Hostile Fire Pay, , Imminent Danger Pay and Foreign Language Proficiency Pay
DD Form 2058	State of Legal Residence Certificate		<b>Chapter 2</b> , Establish/Maintain a DJMS-RC MMPA; <b>Chapter 24</b> , Payments by DJMS-AC; <b>Chapter 26</b> , Payments for Deceased or Missing members; <b>Chapter 30</b> , Withholding of Income Tax
DD Form 2058-2	Native American State Income Tax Withholding Exemption Certificate		<b>Chapter 30</b> , Withholding of Income Tax
DD Form 2789	Application for Waiver (Formerly AFAFC Form 2348)		<b>Chapter 44</b> , Waiver and Remissions
DFAS Form 702	Air Force/Army Leave and Earnings Statement (Active and Reserve Forces)		<b>Chapter 7</b> , Direct Deposit, Returned Funds and LESs; <b>Chapter 24</b> , Payments by DJMS-AC
NGB Form 38-4	Incentive Payment Authorization (ANG)		<b>Chapter 15</b> , Bonuses

**Table A9.3. Treasury Supporting Documents and References.**

Form Number	Form Title	Action	Associated TIN and References
TD W2	Wage and Tax Statement 19	Destroy after 2 years.	<b>Chapter 24</b> , Payments by DJMS-AC; <b>Chapter 30</b> , Withholding of Income Tax
TD W2c	Statement of Corrected Income and Tax Amounts		<b>Chapter 30</b> , Withholding of Income Tax
TD W4	Employee's Withholding Allowance Certificate	Retain copy with certified input listings.	A06, <b>Table 2.7.</b> , <b>Chapter 30</b> , Withholding of Income Tax, A17, <b>Table 30.2.</b> , and A90, <b>Table 30.3.</b>
TD 668-W	Notice of Levy on Wages, Salary, and Other Income		<b>Chapter 30</b> , Withholding of Income Tax
TD 941	Employer's Quarterly Federal Tax Return		<b>Chapter 34</b> , Special Programs, and <b>Chapter 41</b> , Financial Management
TD 941C	Statement of Correct Information		<b>Chapter 41</b> , Financial Management Compliance
Veterans Affairs 21-8951	Declaration of Benefits Received and Waivers		<b>Chapter 35</b> , Waiver of Compensation or Benefits
VASGLV8286	Servicemen's Group Life Insurance Election and Certificate	Used for electing reduced or no coverage, increased coverage or reinstatement of coverage. Destroy when member changes election.	A06, <b>Table 2.7.</b> , <b>Chapter 31</b> , Life Insurance

Claim Letters	Prepared by member	Destroy copy when claim is closed.	See applicable Chapter for specific claims. See, also, <b>Chapter 44</b> , Waiver and Remissions
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